**Volunteer Services Manager**

The National Psoriasis Foundation is a dynamic and growing non-profit organization dedicated to research, advocacy, and patient and medical education as we work toward a cure for psoriasis and psoriatic arthritis and support those impacted by psoriatic disease. Headquartered in Portland, OR, the Foundation is seeking a full time Volunteer Services Manager. The Volunteer Services Manager is responsible for planning, developing, coordinating and executing a comprehensive program to recruit, engage, and retain volunteers.

**Job Responsibilities Include:**

* Responsible for the development and implementation of policies, procedures, materials and programs strategically linked to acquiring and retaining volunteers.
* Maintain volunteer website and training content.
* Oversee volunteer data and maintenance of tracking system.
* Recruit and onboard prospective volunteers.
* Project manager for annual Regional Conferences
* Develop and manage assigned program budgets.

**Qualifications / Skills Include**:

* Bachelor’s degree in health-related areas
* Three or more years of relevant experience
* Excellent written and verbal communication skills
* Experience working with managing and training volunteers
* Availability to travel
* Event planning experience
* Must be highly organized, professional and work well with others

**Application Instructions:**

Please forward a cover letter with salary requirement and your resume to: Human Resources, National Psoriasis Foundation, Link: <https://www.psoriasis.org/about-us/jobs>, 6600 SW 92nd Ave, Ste 300 Portland, OR 97223, E-mail hr@psoriasis.org.