



Position: Activities and volunteers' Coordinator, Project Sunshine Israel

Type: Part time, 60% position (remote in Isarel)

Reports to: Director of International Programs Manager

The ideal candidate will have a **background and knowledge in education**, will be of excellent human relations, collaborator, able to motivate others, service-oriented, with the ability to work independently in the face of multi-tasking challenges, and **eager to service children and families facing medical challenges.**

Please note: CV and cover letter must be sent in English only. Applications in Hebrew will not be accepted.

About Project Sunshine:

Project Sunshine's mission is to bring connection and joy to children with medical needs through dedicated volunteers who deliver the healing power of play. For 25 years, Project Sunshine volunteers have brought joy and play directly to pediatric patients through our network of medical facility and nonprofit partners across the country. Our programs include in-person play with patients called Here to Play, curated activity kit deliveries called Kits for Play, and live, virtual play sessions called TelePlay.

Over 16,000 trained volunteers deliver programs that provide opportunities for creative expression, socialization, intellectual stimulation, and sensory integration to more than 200,000 pediatric patients and families each year. Our unique volunteer engagement model allows community groups, colleges, and corporations to create moments of connection with pediatric patients, caregivers, and families providing child and family-centered, play-based programming. Project Sunshine partners with 475 medical facilities across the U.S. and in three international locations.

About the Position:

The role of the Activities and Volunteers Coordinator is to maintain, execute and promote the activities of Project Sunshine Israel in a smooth and efficient manner, to preserve the existing activities of the organization in Israel and even expand it, if necessary, as well as the quality of content and volunteers.

We are seeking for a person with managerial skills, multitasker, who is familiar with the world of non-profit organizations, who conceptually supports our vision, and who believes that voluntary activity can improve the quality of life of hospitalized children and their family members.

The Activities and Volunteers Coordinator will work alongside the Director of International Programs Manager from the NY office to assure full operational aspects of Project Sunshine Israel. The coordinator will be responsible for recruiting, managing and retaining volunteers in the organization, while developing, building and maintaining positive and long-term relationships with the volunteers. The coordinator will be expected to do administrative work, keep track of accounting and liaise with suppliers and medical partners and keep track of information on CRM.



Principle Responsibilities:

- Recruit, manage and retain volunteers in the organization, which includes interviews, administration, monitoring, attendance reports.
- Train new volunteers.
- Update social media.
- Maintain website.
- Hold weekly meetings with NY office.
- Organize special events, and community outreach efforts.
- Keep ongoing working relationships with providers and partners in the health system.
- Deal with vendors and suppliers.
- Locate new partners - creating and developing collaborations.
- Do administrative work that includes contact with accountants, attorney, etc.
- Maintain and update the database (CRM).
- Collect program impact data from CRM and volunteers for grant reporting and social media.
- Collaborate with NY colleagues on global goals and outreach.

Qualifications:

- Bachelor's degree and 4-5 years of experience, preferably in a nonprofit setting
- Strong verbal and written expression in Hebrew and English - **a must** (mother tongue level)
- Experience working with volunteers - a significant advantage
- Background in informal education - an advantage

- Strong organizational, and interpersonal communication skills
- Detail-oriented, highly organized, and flexible
- Ability to work individually and collaboratively to meet goals
- Experience with Microsoft Office including fluency with Word, Excel, and Outlook required
- Experience with Salesforce
- Expertise with web-based tools, social networks, Canva
- Enthusiasm for Project Sunshine's mission

Please note:

- Vehicle required - the position requires mobility
- Position's scope: 25 hours per week (60%).
- The position is offered as a freelancer, in exchange for an invoice.

Instructions to Apply:

- Please send a resume and cover letter to Ariela Federman, at ariela@projectsunshine.org.