

**Job Title:** VISTA/Volunteer Engagement Coordinator

**How to Apply:**

Applicants **must** apply through AmericaCorps VISTA/OneStar

Contact: Jessica Jones, Manager, AmeriCorps VISTA, OneStar

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**VISTA Host Organization:** Casa de Amigos

**Location:** Midland, TX.

**Closing Date:** March 20, 2026

**Job Description:**

The Volunteer Engagement Coordinator is an AmericaCorps VISTA position hosted by Casa de Amigos. The Volunteer Engagement Coordinator will enhance volunteer recruitment and engagement efforts, expanding the reach of Casa de Amigos' anti-poverty programming in Social and Senior Services, Youth and Adult Education, and Health/Wellness.

AmeriCorps VISTA (Volunteers in Service to America) is a national service program administered directly by AmeriCorps. VISTA projects are designed to assist organizations in their anti – poverty programs/services.

OneStar serves as a sponsor organization for AmeriCorps VISTA, placing AmeriCorps VISTA members with host site, Casa de Amigos.

**Key Responsibilities:**

In collaboration with program staff, the Volunteer Engagement Coordinator will evaluate and assess current volunteer policies and procedures, recruitment, placement, training, retention, support/recognition and data management systems of the organization

Research volunteer program best practices, provide staff training, and assist staff in implementation as determined

Engage in ongoing collection of impact stories from Casa de Amigos clients

Assist in the development of volunteer job descriptions and relevant staff and volunteer training materials

Assist in the development of data management tools and processes for the Casa de Amigos Volunteer Program

**Qualifications:** College graduate preferred; experience in nonprofit work and/or volunteering; excellent communication, interpersonal, writing and data management skills.