



**THE IMMUNIZATION PARTNERSHIP
VACCINE CHAMPIONS MANAGER
JOB DESCRIPTION AND RESPONSIBILITIES**

ORGANIZATIONAL BACKGROUND

The vision for The Immunization Partnership (TIP) is a community protected from vaccine-preventable diseases. TIP's mission is to advocate for disease prevention using an impactful network of vaccine champions who promote education and evidence-based public policy on the health benefits of childhood and adult vaccinations. TIP aspires to be the trusted resource to support increasing immunization rates to create healthier communities.

The Immunization Partnership has an outstanding team of knowledgeable individuals whose backgrounds comprise public health, policy, non-profit, and legal expertise. We value the collaboration of distinct ideas in an effort to launch advocacy initiatives, establish long-lasting partnerships, and conduct grassroots and community education programs. We are all committed to the mission of eradicating vaccine-preventable diseases.

VACCINE CHAMPIONS MANAGER

TIP's signature education and advocacy strategy aims to develop local champions to increase vaccine awareness and who will advocate in their communities as well as at the state level for sound public health laws and regulations around vaccine policy. The Vaccine Champions Manager is responsible for pushing this strategy and managing the daily operations of the Vaccine Champions Program. The manager will recruit, train, and schedule individual and group volunteers (many of whom will join us because of their engagement with partner organizations). The Vaccine Champions Manager works closely with other departments to coordinate volunteers, support special events, and assist with other projects as needed. The Vaccine Champions Manager must be able to motivate and inspire volunteers. The ability to effectively communicate, stay organized, and prioritize is vital to this role.

MAJOR RESPONSIBILITIES

Managing Volunteer Program

- Recruit, maintain and grow volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations as needed.
- Oversee volunteers and volunteer activities.
- Work closely with other departments to periodically assess needs for volunteers.
- Develop and maintain process to review applications and assess interests/skills of volunteers to match with appropriate activities.
- Manage comprehensive orientation process for new volunteers.
- Develop a volunteer manual for internal use that provides information and guidelines for staff.
- Develop a volunteer manual for volunteer use that provides information, education and expectations, and provides a roadmap for moving up the ladder of engagement.
- Maintain volunteer records and volunteer database.
- Tracks volunteers, and records skills, performance, availability, and scheduling through a volunteer management system.

- Provide accurate and timely volunteer data for funder and volunteer-requested reports.
- Assist volunteers in identifying mission-specific community engagement activities, and coordinate with local community partners.
- Plan and execute volunteer appreciation and training activities.
- Engage with existing volunteers regularly and provide feedback and additional guidance as needed.
- Maintain ongoing communications with volunteers through email news blasts, newsletters and print materials.
- Develop and administer annual volunteer satisfaction survey.

Building Relationships

- Build and maintain strong communication with volunteers.
- Represent TIP at meetings or events with community partners.
- Work with community members (including, but not limited to, local, county and state officials, government agencies, human service organizations, and community based organizations) to implement the volunteer champions strategic plans and achieve the goals identified therein.
- Work with other members of the TIP team to ensure activities reflect, align with, and contribute to the broader goals of the organization.

General

- Other duties as assigned.
- Greater Houston travel (50%) and state-wide travel (25%) expected.

QUALIFICATIONS

- Minimum 3 years of recruiting, screening, and training experience
- Minimum 3 years community advocacy experience
- Working knowledge of best practices in volunteer management
- Knowledge of methods related to the conduct of volunteer programs for non-profit organizations
- Demonstrated ability to motivate, lead and relate effectively to a wide variety of individuals
- Excellent communications skills – both oral and written
- Demonstrated customer service skills
- Strong organizational skills and attention to detail
- Ability to solve problems effectively
- Ability to prioritize and adapt to a changing environment
- Ability to take initiative and identify the information needed to meet program objectives
- Strong team-player who works independently on challenging assignments and cooperatively with partners
- Discretion and confidentiality required
- Proficiency in MS Office
- Enthusiastic, confident, detail oriented, and entrepreneurial spirit
- Bilingual highly desirable

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