

The Foundation
“Liepāja 2027 Foundation”
Dārza 4/8, Liepāja, LV-3401, birojs@liepaja207.lv, www.liepaja2027.lv/eng

Job Vacancy for Coordinator of Voluntary Activities

Workplace: Liepāja, Dārza iela 4/8
Form of Work: In-person, Liepāja
Start Date: November, 2024
Workload: Part-time, Indefinite contract
Part-time salary: EUR 900 before tax

Position: Coordinator of Voluntary Activities

Main Responsibilities: Ensure the development and implementation of the Liepāja 2027 Foundation volunteer programme

- Based on the Liepāja 2027 programme, develop the Liepāja 2027 volunteer programme;
- Develop volunteer involvement guidelines for Liepāja 2027 event organisers
- Develop a volunteer handbook;
- Oversee the recruitment and selection of volunteers, including setting up an application system and maintaining a volunteer database;
- Organise and manage volunteer briefings and training sessions;
- Supervise and guide volunteers by scheduling tasks, providing instructions, tracking performance, managing time records, supplying necessary resources, etc;
- Implement initiatives to motivate and engage volunteers throughout the programme;
- Coordinate volunteer involvement with the Liepāja 2027 team and event organisers;
- Collaborate with other European Capitals of Culture to exchange knowledge and best practices in volunteer management;
- Prepare detailed reports on volunteer engagement;
- Compile additional funding or other resources for the volunteering programme.

Required Education: Higher education in social sciences or humanities

Required Knowledge and Skills:

- Understanding of the aims and objectives of the project of Liepāja as European Capital of Culture 2027;
- Understanding of the operating principles of the culture sector;
- Ability to independently manage the work process, make decisions, plan and organise the execution of work tasks, develop a budget for the implementation of the programme in cooperation with the team and available resources and follow its implementation;

- Excellent communication skills;
- Proficiency in the Latvian language;
- Good knowledge of English;
- Knowledge of other foreign languages shall be considered as an advantage.

Required Experience:

- At least 3 (three) years' experience in the culture sector;
- Experience in volunteering;
- Experience in coordinating volunteers shall be considered as an advantage;
- Experience in managing, coordinating international projects shall be considered as an advantage.

Please send your CV and cover letter **by 10 October 2024** to birojs@liepaja2027.lv