

# ENVIRONMENTAL FILM FESTIVAL

IN THE NATION'S CAPITAL

## Volunteer Coordinator Job Description

Job Type: Seasonal Contractor  
Term: February - March 2024  
Budget: \$1,500

### Overview

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks a Volunteer Coordinator to support recruitment, coordination, and scheduling of volunteers during our 32nd Annual Festival, which will take place in venues across the Washington, D.C. area from March 21-30, 2024.

The ideal candidate is thorough, communicative, and proactive, with some past experience with event management preferred. The Volunteer Coordinator must be available in-person for all days of the 2024 Festival.

### Reports To

The Volunteer Coordinator will report to Festival Director Monica Schorn but will work in close collaboration with all members of the DCEFF team.

### Responsibilities

- Solicit and maintain a roster of volunteers drawn from past Festival lists and new outreach
- Confirm volunteer needs and build out volunteer shift schedule based on 2024 program and event slots
- Review and distribute volunteer handbook and waivers in advance of Festival
- Distribute film screening comp codes to volunteers as earned
- Manage additional calls for hands as any coverage gaps emerge

### Qualifications

- Past experience in events management and/or volunteer coordination
- Familiarity with DCEFF preferred, but not required

- Past experience with TimeCounts platform a plus, but not required
- Strong communication and interpersonal skills
- Exemplary scheduling and time management skills
- Detail-oriented and proactive problem-solver

### Payment Structure

The stipend for this position is \$1,500.00.

### Please Note

The Environmental Film Festival in the Nation's Capital (DCEFF) is an Equal Opportunity Employer. Job applicants are considered with no discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Interested candidates should submit their resume in PDF format to [monica@dceff.org](mailto:monica@dceff.org).