



*Seattle Musicians Access to Sustainable Healthcare is a 501(c)(3) Washington Charitable Organization*

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## Volunteer Program Coordinator

This is a part time Volunteer Limited-Term position, 12-20 hours/week (TBD), for approximately 6 months.

**SMASH** is a nonprofit organization dedicated to keeping our music community healthy and thriving, by providing healthcare, health education, and advocacy to underserved Seattle-area musicians.

### Volunteer Position Summary

Coordinate administrative projects to ensure the operational success of SMASH. Initiate, plan, execute, and complete projects as directed by the SMASH Board. Identify resources needed and develop project time lines. Communicate with SMASH Board regarding status of specific projects. Create and maintain standard processes. Complete data entry of key information groups, to include finance, membership, volunteers and donors.

This volunteer role is responsible for high quality interactions and clear, consistent and confidential communications with SMASH members, donors and partners. Those who appreciate local music and have a good sense of humor are encouraged to apply.

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Duties may include any or all of the following:

### Membership

Develop membership materials under the direction of Board committee member/s. Create a sustainable filing and access system for member materials. Communicate SMASH events, service and enrollment updates or questions with members. Keep Board informed of membership concerns and trends. Add member information to Kindful database.

### Board Support

Track Board Committee projects and provide board with status overviews. Assist with project logistics as directed by the board, to include: scheduling meetings, word processing, database maintenance, collateral materials, research, and follow-up with collaborators.

### Fundraising/Social Media Support

Enter donor information into Kindful database. Send donation thank you letters. Use social media to keep community and potential donors apprised of events and fundraising opportunities. Research potential sources of revenue and awareness. Support Board Fundraising Committee with administrative duties.

### Web Maintenance

Update web page with event notifications and additional resources. Check for broken links and repair as needed.

### General Administration

Support SMASH program, Board Committees and Advisory Boards through general administrative functions as outlined above. Assure all operational system are functioning, organized, up-to-date and are easily accessible to Board. Triage and track clinical service partner medical payments, issue member lab payments, update service expense tracking worksheet, and provide AP statements to SMASH Finance officer. Track volunteers and skills sets. Disseminate communications to potential and active donors and partners at the direction of the Board.

### Qualifications

- Bachelor's degree preferred with 3-5 years of experience
- Excellent organization skills & attention to detail, deadlines & policy compliance
- Excellent oral & written communication skills
- Commitment to confidentiality
- Proficient in MS Office and Google Suite and knowledge of CRM systems
- Ability to analyze data across multiple tools and databases
- Ability to work independently and as part of an integrated, diverse team and be comfortable in multiple, high varied settings, and tight deadlines with different work and learning styles
- Ability to manage multiple & competing demands and establish priorities