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## Business Volunteers Unlimited is pleased to announce a Fellow Opportunity with *Greenstone Lifeline Connection*

### ABOUT GREENSTONE LIFELINE CONNECTION

The mission of Greenstone Lifeline Connection is to preserve, repurpose, and manage a nationally recognized historic site as a hub of hope for the residents of the Fairfax and greater Cleveland communities in order to serve them with outreach programs and services to improve families and communities.”

### FELLOW OPPORTUNITY

Greenstone Lifeline Connection is seeking a **Volunteer Engagement Coordinator Fellow** to support volunteer engagement initiatives and assist with key administrative functions. This role will focus on **enhancing organizational efficiency, developing volunteer strategies, and supporting the executive director** in establishing procedures and organizational development. The fellow will play a crucial role in setting up foundational administrative processes, strengthening volunteer engagement, and supporting executive leadership during this formative period.

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### Key Responsibilities:

#### **Volunteer Engagement & Coordination:**

- Develop and implement volunteer engagement strategies for the **Lifeline Food Pantry** and other community outreach programs.
- Recruit, onboard, and train volunteers to ensure they are well-prepared for their roles.
- Coordinate **volunteer schedules and logistics**, ensuring smooth operations within program needs.
- Maintain regular communication with **volunteers, drivers, and the program director** to streamline processes.
- Assist in organizing **volunteer-driven events** and community outreach initiatives.
- Track and report on **volunteer impact** using simple data collection methods.

#### **Administrative & Organizational Support:**

- Assist the **Executive Director** with establishing procedures and developing administrative systems.
- Help manage **scheduling, record-keeping, and correspondence** for key organizational activities.
- Provide support for **grant reporting, funding documentation, and impact tracking**.
- Assist with **internal communications and stakeholder outreach**.
- Support the **development of policies and best practices** for volunteer management and community engagement.



**TERM**

500 hours

**LOCATION**

- Office is located at:  
9990 Euclid Avenue  
Cleveland, Ohio 44106

**STIPEND**

\$10,000

**QUALIFICATIONS**

The ideal candidate will have significant professional experience in nonprofit management and business development.

To be considered for this opportunity and to request application materials, please contact Sarah Castle ([scastle@bvuvolunteers.org](mailto:scastle@bvuvolunteers.org))

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*The BVU Fellows Program matches the talents of highly skilled professionals with local nonprofits to engage in a transformative project that benefits the community.*

For more information, visit our webpage:

[BVU](#)