

Parent to Parent of Georgia's Employment Opportunity
Applications being accepted through February 27, 2026, at 4:00 pm
Part-Time Volunteer Engagement Coordinator (Atlanta)

Parent to Parent of Georgia, a nonprofit organization, provides services to families across Georgia who are impacted by disabilities or special healthcare needs. **Our vision** is to be the source of choice for support, information, education, and leadership development for Georgians with disabilities or special health care needs, ages birth to 26, and their families. **Our mission** is to support Georgia families and individuals from birth to age 26 impacted by disabilities or special health care needs.

We are seeking a part-time **Volunteer Engagement Coordinator** to enhance volunteer involvement in Parent to Parent's Navigator Program, Support Groups, and community initiatives throughout Georgia. The role involves recruiting, training, and supporting volunteers to create positive, meaningful experiences for families of individuals with disabilities. Ideal candidates are organized, approachable, and effective communicators, comfortable working with volunteers from diverse backgrounds. This position offers a collaborative environment and the opportunity to make a significant impact through volunteer leadership.

Key Responsibilities

- Recruit, onboard, train, and support volunteers for various programs and initiatives.
- Promote positive volunteer experiences through engagement, communication, and recognition.
- Coordinate volunteer activities to ensure they are prepared, effective, and aligned with program requirements.

Minimum Requirements for This Position:

- Lived experience as a parent or family member of an individual with a disability preferred
- Bachelor's degree preferred; relevant experience may be considered in lieu of formal education.
- At least two years of personal or professional experience in the disability field.
- Minimum of one year of experience managing projects or coordinating programs.
- Strong written and verbal communication skills, including group and individual presentations.
- Excellent organizational skills with the ability to manage multiple priorities effectively.
- Demonstrated ability to collaborate successfully with teams, supervisors, families, and community partners.
- Creative problem-solving skills and a positive, adaptable approach to challenges.
- Proficiency with spreadsheets, word processing software, databases, and social media platforms.

This is a part-time position, 20-25 hours a week, 12 months a year. This is a hybrid position, requiring two days per week in our Atlanta office. Work schedule will require flexible but consistent daytime hours. Pay range is \$15-\$18 per hour.

Send resume and cover letter by mail, email or fax to:

Cindy Saylor, Director of Program Quality and Impact
Parent to Parent of Georgia
3070 Presidential Parkway, Suite 130
Atlanta, GA 30340
Fax: 770-458-4091
Email: p2pjobapps@p2pga.org

Visit www.p2pga.org for more information about Parent to Parent of Georgia. Parent to Parent of Georgia is an E-Verify Mandated Employer (EOE)

Parent to Parent of Georgia is an Equal Opportunity Employer committed to fostering an inclusive and diverse workplace. All qualified applicants will receive consideration without regard to any protected class under federal, state, or local law, and we welcome candidates of all backgrounds and identities to apply.