

**Role:** Ireland Volunteering Coordinator

**Location:** Dublin, Ireland

**Job Category:** Salesforce.org - Programs

**Details:** Monday to Friday, 40 hours a week

**Duration:** 12 months

**Background:**

Born out of Salesforce's 1-1-1 model, Salesforce.org has evolved into a self-sustaining social enterprise where we're able to generate revenue to invest back into our community. We believe our philanthropic investments should reflect the needs of the communities where we live and work, which is why we focus our giving and employee volunteerism in our local communities. To-date our employees have logged 3M+ volunteer hours, and Salesforce.org has invested \$80M to ensure that young people around the world are Future Ready.

Salesforce.org empowers more than 30,000 Salesforce employees worldwide to become citizen philanthropists. Giving back is not just a perk of working at Salesforce — it's part of our culture. Salesforce employees get seven paid days of volunteer time off (VTO) each year and up to \$5,000 in 1:1 matching donations to charitable organizations. From volunteering at a school to building houses in remote parts of the world, Salesforce employees are encouraged to use their VTO to make the world a better place in whatever way they choose.

The Global Philanthropy and Engagement team is looking to fill a 12 month role to grow and enhance our volunteering in our Dublin Hub, with a potential 6 month extension.

**Key Roles & Responsibilities:**

- Provide internal employee engagement support to the Salesforce Dublin Office.
- Develop strong relationships with external nonprofit organisations, especially those that have a strong employee volunteer connection.
- Recruit Salesforce volunteers for our Future Ready programming with strategic Education and Workforce Development partners.
- Deliver Day One presentations to new Salesforce employees.
- Use Salesforce technology, such as Chatter and Quip, to make Dublin Hub volunteering more self service for Salesforce employees.
- Support the Employee Engagement Manager with ongoing, once off and new volunteering initiatives.
- Support Pro Bono and skilled volunteering.
- Serve as Salesforce.org representative to internal and external audiences.
- Provide event management support, as needed.
- Assist with data gathering and metric measurement.
- Role based in Salesforce Sandyford office with occasional working from Salesforce Leopardstown office

**Skills Required:**

- Verbal, written, telephone and presentation skills.
- Strong decision-making ability.
- Excellent organisational practices.
- Ability to handle multiple projects at once.
- Ability to adapt to change and work to deadlines.
- Work on own initiative and ability to work with remote teams.
- Bring new ideas and be resourceful

**Experience Required:**

- Third Level Degree in any discipline
- Good knowledge of the volunteering sector in Ireland and a passion for volunteering.
- Demonstrated track record of developing relationships across a variety of stakeholders.

**Experience Desirable:**

- Proficiency in Google Apps (Gmail, Gcal, Google Forms and Docs).
- Previous leadership experience in volunteer and/or event management.
- Experience with Salesforce.

**How to Apply?**

You must apply for this role on AHEAD's website – [www.ahead.ie/wamworks](http://www.ahead.ie/wamworks) before the closing date.