



VOLUNTEER TEAM COORDINATOR

Part-Time Independent Contractor – Bay Area based

ABOUT THE OPPORTUNITY

The Miles Hall Foundation (TMHF) is seeking a passionate and dynamic **Volunteer & Intern Coordinator** to build and sustain a thriving community of volunteers and interns who advance our mission and drive grassroots advocacy for mental health justice.

Volunteers are at the heart of everything we do. This role is about more than managing logistics—it's about cultivating a people-powered movement and ensuring that every individual who contributes their time and talent feels seen, connected, appreciated, and empowered.

We especially welcome applicants with lived experience related to mental illness, racial injustice, policing, or systemic inequity—your perspective is essential to this work.

This is a part-time, **independent contractor** position with flexible scheduling (approx. 20 hours per week). Remote-friendly role with flexibility, but some in-person engagement will be required for programs, events and meetings. The intention is to evaluate a possible transition to a W-2 employee based on:

- 2026 Organizational Structure
- Mutual Fit
- Performance Evaluation

There is no guarantee of employment beyond the contract period.

Reporting to the Executive Director (*with initial onboarding and coordination from the interim Deputy Director*), the Volunteer & Intern Coordinator will oversee all aspects of TMHF's volunteer and internship programs—including recruitment, onboarding, engagement, retention, and recognition.

You'll help activate individuals to create meaningful change and ensure their experience is rewarding and impactful.

Compensation:

\$2,500 to \$2,800 per month, paid bi monthly based on experience and final scope of work.

KEY RESPONSIBILITIES

Build & Grow Our People-Powered Community

- Recruit, screen, and onboard new volunteers and interns committed to mental health equity and racial justice.
- Match individuals with opportunities that align with their skills, interests, and availability.
- Support TMHF's internship program, providing mentorship and leadership development for young people of color.
- Create a welcoming, inclusive environment that makes every participant feel part of a movement—not just a task force.
- As an independent contractor, you retain full discretion over when, where, and how you perform these tasks, provided you meet agreed-upon deliverables, deadlines, and program objectives.

Mobilize & Engage for Impact

- Align volunteer and intern efforts with TMHF's key campaigns, events, and organizing priorities.
- Develop and deliver onboarding, training, and engagement opportunities that foster connection and growth.
- Empower volunteers and interns to take initiative and lead—whether through event support, community outreach, fundraising, communications, or advocacy.

Organizing & Managing Volunteer and Internship Operations

- Maintain a **volunteer and intern database** to track involvement, engagement, and hours contributed.
- Coordinate **scheduling, staffing, and training** for volunteers and interns at events and in ongoing roles.
- Gather **feedback and insights** to continuously improve the volunteer and intern experience.
- Lead **volunteer and intern appreciation efforts**, ensuring every participant feels seen, valued, and celebrated.

WHO YOU ARE

- **An excellent and authentic connector** – You naturally build lasting relationships, energize groups, and bring people together for a shared cause.
 - **Organized & responsive** – You can juggle multiple priorities, keep things running smoothly, and adapt as needed.
 - **A passionate advocate** – You believe in TMHF's mission and see yourself and our volunteers, donors, and team members as key forces for making meaningful change happen.
 - **Experienced in volunteer coordination, internship management, OR community organizing** – You have experience recruiting, managing, and retaining a diverse collective of volunteers with various levels of skills and engagement, mentoring young people, or mobilizing communities into action. You have offered volunteer program management or similar consulting services to similar non-profit clients.
 - **Someone with lived experience** – Your perspective is essential to this work. We deeply value those who have firsthand experience with mental health challenges, racial injustice, disability rights, or policing.
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WORKING CONDITIONS

- This is a part-time (18–20 hours/week) independent contractor role.
 - Bay Area–based preferred. Flexible scheduling that is remote-friendly, with in-person participation possibly needed for some meetings or events.
 - As an independent contractor, you are solely responsible for all taxes, insurance, benefits, and business expenses.
 - The contractor will be required to regularly invoice TMHF for services rendered; said services will be the agreed upon scope of deliverables and milestones.
 - Schedule of availability and weekly benchmarks will be established between contractor and organization. Overall success will be measured by the delivery of agreed-upon deliverables and milestones.
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TO APPLY

Email your resume and a cover letter to:
hello@themileshallfoundation.org

In your cover letter bring attention to relevant skills and professional and volunteer consulting experiences—or simply tell us why this opportunity is the right one for you. If you're excited about activating people to create meaningful change, we'd love to hear from you!

The Miles Hall Foundation is committed to diversity, equity, and inclusion. We strongly encourage applicants with lived experience of mental illness, racial injustice, or systemic barriers to apply.

Equal Opportunity Notice:

The Miles Hall Foundation does not discriminate on any protected characteristic (e.g., race, religion, gender identity, sexual orientation, disability).
