



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Volunteer Coordinator

Reports to: HR and Volunteer Program Manager

Department: Finance and HR

Status: Full-time, non-exempt

Union Position: Yes

Compensation Range: \$24-\$26 per hour

Schedule: 40 hours per week including some evenings and weekends

Location: On-site

Benefits: The benefits package for this role includes paid sick leave, vacation, and holidays; access to our 403(b)-retirement plan; medical/dental insurance plan, and Flexible Spending Account; unlimited Orca card; and exclusive Museum discounts.

Date Posted: 09/22/2026

Position Overview:

The Volunteer Coordinator is responsible for recruiting, training, scheduling, engaging, and recognizing volunteers and interns, and ensuring that volunteer needs are met across the organization. As a member of the HR and Finance team, this position will also provide administrative support to the Finance and HR Department.

Essential Job Functions:

- Coordinate the Museum's volunteer corps, including recruitment, interviewing, orientation, training, and supervision as appropriate.
- Collaborate with appropriate departments to ensure adequate volunteer coverage for Guest Service areas, Museum programs, special events and outreach.
- Coordinate volunteers for large-scale special events including Julefest and the Northern Lights Auktion; prepare schedules and supporting materials for volunteers and volunteer leads.
- Prepare and distribute monthly volunteer schedules and bulletins to share Museum programs, events, and opportunities, as well as the regular volunteer e-newsletter.
- Coordinate volunteer engagement and recognition efforts, including quarterly meetings and volunteer appreciation events.
- Coordinate the Museum's Internship Program, including recruitment, placement, onboarding, and evaluation of interns.
- Maintain accurate and up-to-date volunteer records and manage the volunteer database (Volgistics), including tracking and reporting on volunteer activity.
- Support outreach initiatives to recruit volunteers and promote volunteerism within the community.



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- Support the implementation of IDEA initiatives as they relate to volunteer and internship programs.
- Build effective working relationships with all partners and stakeholders and represent the Museum in a positive and professional manner.
- Provide administrative support to the Finance and HR Department, as assigned.

Knowledge, Skills, and Abilities:

- Demonstrated ability to build positive relationships and effectively engage and support people.
- Ability to be proactive, self-motivated, and comfortable working independently or collaboratively.
- Strong organizational skills with a high degree of accuracy and attention to detail.
- Ability to prioritize multiple projects and meet deadlines while maintaining high-quality work.
- Ability to manage schedules and coordinate individuals across varied roles and tasks.
- Strong interpersonal, listening, and communication skills; comfortable with public speaking.
- Excellent writing and editing skills.
- High level of discretion with the ability to maintain confidentiality and exercise diplomacy.
- Adaptable and responsive to changing organizational needs.

Requirements:

- 2+ years of experience in a related area such as non-profit volunteer coordination, community engagement, people support or program coordination.
- Available for occasional evening and weekend work.
- Experience with a variety of software platforms and tools with the ability to adopt new tools and technologies as needed.
- Experience with Volgistics or a comparable volunteer management database preferred.
- Ability to lift up to 20 pounds.
- Ability to sit or stand for extended periods of time.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.



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To Apply: Please e-mail letter of interest and resume to hr@nordicmuseum.org with “Volunteer Coordinator Position” in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.

Masked Hiring Policy: In an effort to reduce unintended biases, an attempt will be made to mask all candidates’ identities and demographic details during the initial screening process. We ask candidates not to include photos or other unnecessary personal details in their submissions.

About the Museum

Founded in 1979, the National Nordic Museum (NNM) is the only institution of its size and scale in the United States to present the history and culture of the entire Nordic region (Denmark, Finland, Iceland, Norway, Sweden, the regions of the Faroe Islands, Greenland, and Åland, and the cultural region of Sápmi) and the legacy of Nordic immigrants to the United States. Additionally, the Museum features exhibitions ranging from historical examinations of African Americans who migrated to Nordic countries in the 20th century, to contemporary immersive installations by artists such as Jónsi.

Located along Seattle’s working waterfront in an iconic building that embodies Nordic design, the institution is both a museum and a community gathering place.

Our Mission

The NNM shares Nordic culture, values, and ideas with all people to inspire new futures. Our Vision We inspire people to create a more vibrant, more just, more sustainable world.

Our Values

- **Openness:** Foster trust and tolerance, and support everyone’s right to express their opinions.
- **Sustainability:** Embrace a connection to nature and employ responsible practices that demonstrate respect for our environment.
- **Social Justice:** Exhibit compassion, respect others, and manifest a conviction for the equal value of all people.
- **Innovation:** Encourage creativity, resourcefulness, and new ways of thinking.

Equal Opportunities for All

The National Nordic Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.