

Volunteer Coordinator

Volunteer position, 4-8 hours per week, Reconciliation Canada, North Vancouver

Position Overview

The Volunteer Coordinator will be responsible for supporting the Director of People Engagement with volunteer management - recruitment, orientation, tracking and coordination. The role will engage volunteers to support the national event in Toronto, increasing the capacity of the organization and furthering the vision of Reconciliation Canada.

Deliverables & Duties

- Coordinate the intake of volunteers for the national event in Toronto
- Regularly update the volunteer database
- Source, screen and schedule volunteers
- Respond to email and telephone enquiries about volunteer opportunities
- Help with volunteer orientation sessions and coordination of volunteers during event days
- Assist the Director of People Engagement with other duties related to coordinating and managing volunteers, as they arise
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

Skills & Experience

This is an extraordinary opportunity for an individual with volunteer engagement and/or HR experience to grow and further develop an initiative on a national level that has already made significant impact in BC.

Specific requirements include:

- Human Resources experience and/or skills an asset
- Excellent communication skills both verbal and written
- Ability to work in a fast-paced environment, managing multiple tasks on time
- Ability to work in a team environment to achieve individual and organization objectives
- Strong computer skills using Microsoft Excel
- Experience using Better Impact, or other volunteer management software, is an asset
- French language skills are an asset
- Must have a passion for working with people
- Must have use of own laptop
- Passion, integrity, and energy!

Time Commitment: 4-8 hours per week

Term: April - September 2017

Location: Reconciliation Canada Office with possibility of working remotely

Reports to: Director of People Engagement

Together, we can achieve a shared understanding, shared resilience, and a shared tomorrow.

1999 Marine Dr. | North Vancouver | V7P 3J3 | 604 770 4434 | www.reconciliationcanada.ca

Benefits & Recognition

- Personally contribute to the reconciliation process through participation in Reconciliation Canada initiatives
- Meet and work with like-minded people on a common goal of importance to our nation
- Build on volunteer engagement and human resources skills and experience
- Inspire positive change and make a difference to the future of Canada

To apply, please send your cover letter and resume at volunteer@reconciliationcanada.ca by Monday, April 10th, 2017.