External/External

Volunteer Resources Coordinator

POSITION: Volunteer Resources Coordinator

DEPARTMENT: Executive Office

POSITION FUNCTION:
The Coordinator, Volunteer Resources assists creates and coordinates the Volunteer Resources Program. The coordinator provides ongoing support, guidance, resources, and tools to employees who supervise volunteers, assesses, and meets the organization’s needs, and recruits, places, and ensures retention of volunteers.

QUALIFICATIONS:
• Several years of experience managing volunteer services, dealing with volunteer engagement and budgeting; implementing volunteer recruitment, placement and supervision.
• Experience volunteering with a community organization;
• Experience in project, human resources, and financial management, implementing policies and procedures, work with an immigrant populations and/or diverse cultural backgrounds, and/or comparable education.
• Good working knowledge of immigrant settlement issues and needs, volunteer management practices; approaches to community bridging and capacity building.
• Strong foundation in project management and standard office equipment.
• University/ College degree in a relevant field or combination of education and experience in areas such as: volunteer development, conflict resolution, community development or community social services.
• Strong interpersonal skills, good supervisory, problem-solving, time management and organizational skills.
• Excellent communication skills with a diverse group of people, other Languages as an asset.
• Good skills in MS Office Suite, publishing software and database(s).
• Able to work independently and with a team and to motivate, engage and provide strong leadership to staff and volunteers.
• Flexible and able to work under pressure on multiple tasks in a fast paced changing environment with volume of requests.
• Highly cooperative, tactful, versatile, diplomatic, flexible and cheerful.

HOURS: 35 Hours per week, some evening and weekends required.
TERM: Indefinite

STARTING PAY: $ 25.16 - $26.69 per hour, commensurate with experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Sara Cameron, Senior Manager, scameron@mosaicbc.org.
Please reference “Volunteer Resources Coordinator” in the subject line of your application and submit via email (WORD / PDF format). No telephone calls please.

DEADLINE: January 19th, 2020

NOTE: Only those selected for an interview will be contacted.

Posting Date: January 6th, 2020

* MOSAIC is committed to promoting equal employment opportunities for all members of the community