

## **VOLUNTEER & ADMINISTRATION COORDINATOR**

Want to make a difference in the lives of youth in your community? Are you a connector who enjoys meeting new people? Do you thrive on positive results? Are you a team player who wants to learn and grow? Are you passionate about making a positive impact? If so ... we have a great opportunity for you.

We are seeking a **VOLUNTEER & ADMINISTRATION COORDINATOR** who is self directed, organized and inspired by teamwork. The ideal candidate will be collaborative and has experience in volunteer recruitment and management, as well as day to day office administration.

Empowering Minds™ is a Calgary-based not for profit that provides youth and educators with proven and innovative youth programs that develop the confidence, resiliency and focus necessary to thrive in today's world. With a focus on social emotional learning, our programs highlight the importance of setting and achieving goals, self-management and leaving a positive impact on the world.

### **RESPONSIBILITIES:**

#### **Volunteer Program**

- Creating and implementing a recognition program
- Developing a volunteer handbook
- Developing and presenting the orientation for all new volunteers
- Developing policies and procedures
- Developing position descriptions for each role
- Developing ways to recognize and reward volunteer efforts
- Identifying and completing relevant background checks
- Interviewing volunteers
- Planning and executing how and where to recruit for volunteers
- Planning for volunteer retention and replacement

#### **Office Administration**

- Assist in preparation of documents and materials for meetings
- Assist the Executive Director with special-projects
- Data entry into CRM
- Other administrative duties as required including stock of office supplies and other resources
- Perform clerical duties, such as filing, mailing & bank deposits in support of Accounting department

### **REQUIREMENTS:**

- Ability to efficiently manage a wide variety of tasks, projects and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Ability to communicate effectively with diverse people
- Access to a vehicle and proof of valid driver's license
- Experience in recruiting through various channels
- Job related experience is preferred
- Proficient basic computer skills in programs such as Word, Excel, Outlook, PowerPoint
- Proven record keeping, organization and planning skills

**WORKING HERE:**

This is a Contract role offering 20 hours a week, with a rate range of \$16.50 - \$19. We need our Volunteer & Administration Coordinator Monday through Friday, with the specific hours TBD with the successful candidate. You will be office based with occasional visits to partner organizations, outreach work and site visits. As is often the case with not for profits, occasional evening and weekend work is required.

We will keep this posted until we find the right candidate, however, we are excited to get things started as soon as possible.

Interested applicants can send a resume and a letter of interest to:

Nicole Langton | Manager, Program Operations

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