



Volunteer Engagement Coordinator Trainee - JOB POSTING

Purpose: *"To use our knowledge, skills, community relationships, volunteers and other resources to create and promote safe and affordable home ownership options with the aim of alleviating the cycle of poverty within our community of Habitat for Humanity Halton-Mississauga".*

Location: Burlington Office – 1800 Appleby Line, Unit #13, Burlington, ON

Job Type: 12-Month Contract, 35 hours/wk – Commencing April 1st, 2020

Salary: \$22/hr

Must be able to meet the grant requirement: Complete registration form for Miziwe Biik Aboriginal Employment & Training.

As part of an exciting new initiative for Habitat, the Volunteer Engagement Coordinator Trainee will be responsible for:

- Working with the Senior Manager of Volunteer Operations & Volunteer Coordinator to support volunteer engagement, recruitment & retention initiatives
- Ensuring day-to-day requirements of Volunteer Department are met along with necessary department meetings & volunteer management system oversight
- Work with the Senior Manager of Volunteer Operations to ensure that volunteer recruitment program objectives are being met and that planning and timelines are being followed
- Represent Habitat for Humanity Halton-Mississauga in community initiatives in a positive and meaningful manner
- Assist with marketing initiatives of the volunteer department
- Help to procure, maintain, and grow a diverse portfolio of community programs & engagement strategies

Qualifications and Skills:

- Outgoing, excited, fun, people-oriented type
- Ability to speak well on behalf of the organization, not shy, happy to engage with new & current partners
- Solution oriented, energetic, organized, and creative
- Communicative, strong multi-tasking abilities. Works well as part of a team or by their self
- Excellent verbal and written communication skills
- Ability to effectively collaborate with HFH Halton-Mississauga staff members, volunteers, members of the community, and others as required
- Strong independent work skills, ability to take initiative, resourceful, autonomous self-starter
- Ability to assist in leading group initiatives & projects
- Post-secondary degree recommended
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Submission & Screening Process: Complete a Miziwe Biik client registration form & submit your resume. Please submit resume / CV by e-mail to:

bfeldmann@habitathm.ca

The position will remain open till we find the right candidate for the position! Thank you for your interest in working with Habitat for Humanity Halton-Mississauga!