



Corporate Citizenship Coordinator

Type: Part Time Contract (target 20 hours per week)

Duration: January 29, 2024 – April 30, 2024. Possibility for extension.

Region: Remote within Canada

Position Reports to: Manager, Corporate Citizenship

At Volunteer Canada, we are dedicated to providing national leadership and expertise to advance volunteerism to grow connection, community, and belonging.. We are currently seeking a Corporate Citizenship Coordinator for a four-month contract to support our mission by providing operations support for our corporate engagement programs, event coordination, and various administrative services.

The person in this role will advance volunteering and participation in Canada by ensuring seamless delivery across our suite of corporate engagement programs including group volunteering, skills-based volunteering, and employer-supported volunteering programs. This is an opportunity to learn about and help implement social impact with a focus on corporate partnerships. The person in this role will interact with some of Canada's leading socially responsible businesses and get a bird's eye view of the changing corporate landscape in Canada.

Responsibilities:

- Work with the Corporate Citizenship Team to:
 - Design, plan and execute group volunteering projects.
 - Collaborate with community partners on program implementation including, managing logistics, and ensuring all necessary resources are in place.
 - Support activity scoping and make recommendations for future programs.
 - Conduct a landscape analysis of group volunteering opportunities.
 - Support fund development strategy and implementation.
- Provide support to the Corporate Community Engagement Council through coordination of meetings/events and program administration/tracking.
- Send contracts, invoices, and other financial and relational records.
- Provide support with business development activities such as coordinating meetings, preparing materials, producing quotes, researching potential new partners, and tracking interactions.
- Prepare materials for presentations, compile reports and provide recommendations on survey development and evaluation.
- Provide administrative support by managing inquiries, data entry, and general support to staff and partners as needed.

Qualifications:

- Demonstrated commitment to the mission and values of Volunteer Canada, including collaboration, equity, inclusion, and diversity.
- Experience in administrative support and/or operations management.
- Aptitude for research and analysis.
- Strong organizational and time management skills with the ability to work independently.
- Excellent communication skills and the ability to work collaboratively with a diverse team.
- Proficient in Microsoft Office Suite and comfortable using remote tech (such as Teams).
- Bilingualism is an asset, but not mandatory.

We believe that volunteering is essential to building strong, connected and resilient communities. If you share our passion for volunteerism and want to help us increase the participation, quality and diversity of volunteer experiences in Canada, we encourage you to apply. Volunteer Canada is proud to be an equal opportunity employer and is committed to creating a diverse and inclusive culture. Volunteers come from all walks of life, and this is what we strive for in our workplace. We welcome qualified individuals of all backgrounds and experiences to apply, including women, visible minorities, Indigenous people, persons living with a disability, and LGBTQ2S+ persons. If we can support you in the application process, please let us know.

To apply, please submit a cover letter and resume highlighting your qualifications and experience [here](#). The deadline to apply is January 19, 2024. We thank all applicants for their interest, however only those selected for an interview will be contacted. For more information, please contact corporatetcitizenship@volunteer.ca. Thank you for considering this opportunity.