

Associate, Skills Exchange for Good – 6.5-month contract

Type: Part time Contract (target 15 hours per week)

Start Date: ASAP. Applications to be reviewed on a rolling basis

Region: Remote within Canada

Position Reports to: Director, Engagement & Member Services



Volunteer Canada's Mission:

To provide national leadership and expertise on volunteer engagement to enhance the participation, quality, and diversity of volunteer experiences to build strong and connected communities

Volunteer Canada is seeking a part time Associate to manage delivery of the Skills Exchange for Good (SX4G) Program delivery. Aligning to Canada's National Housing Strategy, the SX4G Program builds capacity in the affordable housing sector by connecting skills-based volunteers with non-profit organizations on specific projects in supportive housing. The pilot program wrapped up in 2022 - based on its success, Volunteer Canada launched a pan-Canadian expansion for non-profits across the country.

Key Responsibilities:

- Promote the Program to mission aligned non-profits across Canada;
- Review applications for support;
- Work with corporate partners to match opportunities;
- Provide corporate partners the tools and resources they need to successfully recruit employee volunteers;
- Steward advisory sessions and support the completion of individual project deliverables;
- Complete a program evaluation;
- Make recommendations on the overall SX4G program model and future viability.

Skills and Experience:

- Community organizing or development;
- An understanding of the specific challenges faced by supportive housing organizations;
- Program management experience in either the non-profit or corporate environment;
- Relationship management experience with both corporate and non-profit partners;
- Comfortable with ambiguity, leads with curiosity, and operates with a growth mindset;
- Excellent oral, written, presentation and interpersonal communications skills in English;
- Strong attention to detail; ability to multitask and prioritize in a fast-paced environment;
- Bilingual English/French preferred (but not required);
- Volunteer experience considered an asset.

The compensation for this 6.5-month contract is \$50-\$55 per hour.

Application Process:

We can accommodate a flexible working schedule to meet the needs of working across all Canadian time zones. Some domestic travel may also be required.

Candidates with a diverse range of lived experience are particularly welcome to apply and self-identify in their application. Please send your resume and cover letter to hr@volunteer.ca with “Associate, Skills Exchange for Good” in the subject line. Only candidates selected for interviews will be contacted.