

Social Services, Volunteer Co-ordinator [Project Development Assistant]

Job ID: #20210913APD (position funded by Service Canada)

Volunteer MBC is the local volunteer centre serving Peel. We fuel purposeful connections between people to respond to the most pressing social issues. Our vision is to improve lives through volunteerism. Our core values are purposeful engagement, service excellence, innovative collaboration and inclusivity. If you have a passion for engaging volunteers, projects, problem-solving, and planning, you may be an ideal candidate.

Purpose of the role:

The Project Development Assistant will play an integral role in increasing volunteerism across the Region of Peel by making community connections, devising project plans and co-facilitating workshops and/or planning tables that lead to the implementation of new projects.

Canada Summer Jobs Eligibility:

Applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Who cannot apply:

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Key tasks include, but are not limited to:

Review and enhance existing Volunteer MBC project plans

- Develop comprehensive project plans, which includes key deliverables, targets, outcomes and timelines for volunteerism.
- Examine social innovation techniques that can bridge emerging methods in the voluntary sector with that of post-secondary institutions.
- Organize meetings with potential project partners to identify project goals and support the development of project delivery strategies
- Identify potential linkages between various Volunteer MBC projects and foster collaboration with program participants



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Time Commitment:

- Monday to Friday: 30 hours per week; generally 9:30am to 4:30pm, some evenings as required
- Contract is approximately 12 weeks in total
 - Start date: September 13, 2021
 - End date: December 3, 2021

Role Requirements:

The ideal candidate will aspire to be employed in the fields of Human Resources, Volunteer Management, Community Engagement, Social Services, or as a Youth & Child worker.

A strong passion for volunteering and youth engagement.

- Excellent marketing & communications skills including all social media platforms.
- Experience or familiarity in creating project management plans
- Effective prioritizing and organizational skills.
- Creative thinking
- Strong presentation skills
- Strong oral and written communication skills with good attention to detail.
- Strong knowledge of Microsoft Office
- Solid knowledge of the local community (Mississauga, Brampton, Caledon).

Reports to: Manager, Community Engagement

Training Provided:

- Hands on experience and mentoring from Volunteer MBC staff.
- Overview of the program.
- Volunteer MBC's Service Excellence training.
- Opportunity to participate in any learning program (related to your role) offered through the Volunteer MBC Learning Centre.

Applications Due by: Wednesday August 18, 2021 at midnight.

Interviews: Will be held August 23 – September 3, 2021.

Please submit your cover letter and resume by email to: **jobs@volunteermbc.org**

We thank all interested applicants, however, only those selected for an interview will be contacted. No phone calls please.