

## Job Posting

# YOUTH SUMMER JOBS

## Full Time Volunteer Coordinator & Office Intern

This position is funded by the Canada Summer Jobs plan for youth and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

### Details of the Position:

Compensation:	\$19.50 per hour
Hours of Work:	35 hours per week
Shifts:	To Be Determined
Duration of Position:	8 weeks each
Start Date:	See below for specifics
Positions Available:	1 X Social Service Volunteer Coordinator 1 X Office Intern - Fund Development

### Job Purpose

Our Place Society (OPS) is an organization with progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

**Please see below for specific job descriptions**

<b>Position</b>	<b>1 x Social Services Volunteer Coordinator</b>
<b><i>Job Summary</i></b>	<p>The Volunteer Coordinator position will help assess, support and create recommendations to improve operational volunteer services at Our Place. This position will be actively engaged in volunteer scheduling, explore and help implement orientation and training opportunities, and support the day to day operations and administration of the volunteer service team.</p>
<b><i>Duties and Responsibilities</i></b>	<p>Under the Direction of the Volunteer Manager:</p> <ul style="list-style-type: none"> <li>• Analyze the volunteer cycle and recommend effective virtual volunteer orientation, welcoming and training strategies.</li> <li>• Support a volunteer feed-back loop, including pre-shift welcome briefings and post-shift suggestions.</li> <li>• Work alongside the volunteers and interview them on their ideas/experiences at Our Place.</li> <li>• Is aware of critical incident report procedures and follows all health and safety policies and procedures.</li> <li>• Work cooperatively with other staff and volunteers.</li> <li>• Work with Volunteer Services team to review and revise uses of technology and database systems, eg. Website content, Better Impact, MyImpactPage.</li> <li>• Collect and evaluate volunteer data across departments and recommend improvements and new volunteer opportunities.</li> </ul>
<b><i>Qualifications and Required Skills</i></b>	<ul style="list-style-type: none"> <li>• Previous experience and/or present educational path are in related area and/r experience working with the homeless and First Nation is an asset.</li> <li>• Willing and able to work comfortably in a team environment.</li> <li>• Good communication and organizational skills.</li> <li>• Experience working with marginalized populations an asset.</li> <li>• Excellent computer skills, experience with databases.</li> <li>• Ability to think creatively and be able to communicate new concepts and ideas to the team.</li> <li>• Act in a professional manner at all times.</li> <li>• Be adaptable and be comfortable working in a hectic environment that serves the marginalized population of Victoria.</li> </ul>
<b><i>Start Dates</i></b>	Immediate

<b>Position</b>	<b>1 x Office Intern</b>
<b><i>Job Summary</i></b>	<p>The Data Entry Associate will support the Fundraising Team with processing and recognizing donations to Our Place Society during our summer appeal. Alongside these duties, the role will with various support roles in other administrative tasks in the fundraising office over a busy summer of several virtual events.</p>
<b><i>Duties and Responsibilities</i></b>	<ul style="list-style-type: none"> <li>• Opening Mail – opening envelopes and sorting incoming mail for the Stewardship Coordinator to process</li> <li>• Entering Data – Entering donation information in The Raiser’s Edge database of event and auction participants and sponsorship agreements</li> <li>• Assisting the Manager of Special Events and fund development team with the planning and implementing of fundraising events and campaigns.</li> <li>• Performing Thank you Phone Calls – Preparing donor calling lists and also calling donors to thank them for their donation and updating their contact details and communication preferences if requested.</li> <li>• Proofing appeal letters and solicitations</li> <li>• Assisting with the recording of ticket sales and with the accumulation and recording of auction items for Our Place’s signature gala, Hungry Hearts</li> <li>• Promoting donors, sponsor, and fund development campaigns on Our Place’s social media channels</li> <li>• Working with businesses and community organizations to organize product drives and third-party events undertaken in the name of Our Place</li> </ul>
<b><i>Qualifications and Required Skills</i></b>	<ul style="list-style-type: none"> <li>• Accurate Data entry and keyboarding skills</li> <li>• Adept user of social media channels: Facebook, Twitter, Instagram etc.</li> <li>• Donor-centric attitude of service and gratitude for voluntary gifts made to Our Place</li> <li>• Ability to work independently and as part of team</li> <li>• Positive interpersonal, verbal and written communication skills.</li> <li>• Experience with spreadsheets, MS Access and Excel or other databases an asset</li> </ul>
<b><i>Start Dates</i></b>	Immediate



Hope and Belonging

## How To Apply

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by May 16, 2022, 4:30 p.m. [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention: Ryan Brost, HR Generalist, 919 Pandora Avenue, Victoria, B.C. V8V 3P4. Please quote “**Youth Summer Jobs - <Specify Position>**” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities