



## POSITION POSTING

### **VOLUNTEER ENGAGEMENT PROGRAM OFFICER**

Community Development Halton (CDH) is a non-profit organization committed to building a society in which equity, diversity, and social and economic justice are central to all aspects of our lives. CDH is comprised of two pillar services: Social Planning and Research and the Volunteer Centre.

Volunteer Halton is a flagship program of CDH with a focus on increasing public access to meaningful volunteer opportunities for all residents of Halton Region. Volunteer Halton is seeking a dynamic, forward-thinking, and creative individual with a passion for education, engagement, and community development for the position of **Volunteer Engagement Program Officer** for a seven (7) month contract beginning September 2023.

The **Volunteer Engagement Program Officer** will focus on the development of a pilot program, the Volunteer Advisory Program, the transition of CDH's Senior Connector volunteer program into community as well as fostering new volunteer opportunities within nonprofit organizations to increase public awareness of volunteerism in Halton Region.

#### Specific Responsibilities

The **Volunteer Engagement Program Officer** will be responsible for the following activities:

- Senior Connector Outreach Leadership Project (*funded project until March 31, 2024*)
  - Recruiting and training Senior Connector leadership volunteers.
  - Coordinating in-person information sessions and outreach opportunities for Senior Connectors; attend some sessions to provide support and conduct assessment of new Connectors for feedback purposes.
  - Procuring resources for distribution.
  - Collaborating with the Connection in Action program/staff.
- Volunteer Advisory Program (*pilot project*)
  - Research and development of a new Volunteer Advisory program for Volunteer Halton, including:
    - Development of Volunteer Advisor playbook and resource materials, including tracking tools
    - Role development, including posting, position description, and schedule.
    - Recruitment and training of Volunteer Advisors

- Member Engagement
  - Connect with current CDH nonprofit members to understand key challenges, discuss new volunteer opportunities, and communicate same through online promotion channels, and assist with volunteer database management to confirm contacts, up-date files, mailing lists, etc.

## Requirements

- Minimum of three years' experience working in the non-profit or voluntary sector; focus on community development, volunteer engagement, and/or age-friendly initiatives preferred.
- Experience in program development and delivery, including working with volunteers.
- Effective problem-solving skills with an ability to multi-task.
- Good verbal and written communication (English; other languages an asset), and interpersonal skills to foster strong and long-lasting relationships with volunteers, volunteer-seekers, member organizations, partners, and the public.
- Proficiency in the use of computer programs, including Microsoft 365 suite (Outlook, Word, Excel, PowerPoint), database management, email, Internet.
- Ability to work in a hybrid model; combination of in-person and remote work.
- Access to a car or reliable transportation required.
- A passion for collaborating with people.
- A professional, enthusiastic, flexible, and energetic demeanour.

## Terms

- Hybrid position: combination of in-person and remote work
- Fixed contract, 30 weeks
  - 21 hours per week.
  - \$24.50 per hour plus 4% vacation pay.
  - Start date: September 2023.

Community Development Halton is an equal opportunity employer and encourages applications from qualified individuals inclusive of groups that are traditionally under-represented in employment. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Interested candidates are asked to email their resume and covering letter, in confidence, detailing their qualifications and reason for applying to the attention of Heather Johnson, Director, Volunteer Halton at [office@cdhalton.ca](mailto:office@cdhalton.ca) on or before Friday September 1, 2023 at 12:00pm with “**Volunteer Engagement Program Officer**” in the subject line.

*We thank all applicants for applying but advise that only those under active consideration will be contact directly.*