



INTERNAL/EXTERNAL JOB POSTING
Coordinator of Volunteer Services
Full Time Indeterminate (35hours)

South-East Ottawa Community Health Centre is a non-profit health, community and social services agency. The Centre requires a Coordinator of Volunteer Services who will be responsible for the implementation of volunteer services at SEOCHC, which also includes the Community Volunteer Income Tax Program (CVITP).

You are friendly, helpful and appreciate diversity. You have experience supporting volunteers, working with vulnerable populations and leading projects to meet a common goal.

You value a team-based approach and thrive in an environment where you are able to practice a variety of responsibilities to support the team and the organization.

The role of Coordinator of Volunteer Services is a hybrid role that reports to the Coordinator of Community Services.

QUALIFICATIONS

- Minimum of 3-year experience in supporting volunteers and working with vulnerable populations
- Understanding of the volunteer and community sector
- Experienced in leading community projects and managing budgets
- Ability to prioritize, manage work and meet deliverables
- Ability to organize special events
- Effective communication skills, and providing appropriate messages to the target stakeholders
- Operate with a high degree of professionalism
- Proficiency in group facilitation, scheduling and chairing meetings
- Ability to work with and direct home support workers and volunteers
- Ability to work independently, in a team setting, and manage priorities
- Proficiency in Word, Excel, databases and other technical programs
- Bilingual. English and French. Other languages are an asset
- Valid driving license and own vehicle are a requirement

Salary: \$46,064.20-54,181.40/year plus generous group benefit package. HOOPP (Pension Plan) eligible.

At SEOCHC we are committed to diversity, equity and inclusion. We welcome applicants with diverse gender identities, sexual orientations, disabilities, and/or ethno-racial status that reflect the broad community we serve.

Please submit your resumé and cover letter stating how your qualifications match the job requirements, no later than Friday September 15th, 2023 to

Human Resources Officer
South-East Ottawa CHC
<https://seochc.bamboohr.com/careers/212>

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.