



Employment Opportunity Volunteer Coordinator

Part Time, 30 - 35 hours per week with flexibility

Position Highlights

Bring your volunteer leadership skills and your not for profit knowledge and passion to the Volunteer Coordinator role at PIRS!

We are seeking a Volunteer Coordinator to provide leadership, training and coordination for our volunteers and to build strong partnerships within the communities where we operate.

The Volunteer Coordinator is responsible for the development, coordination and delivery of PIRS' volunteer program. The Volunteer Coordinator recruits, supervises and directs the activities of PIRS' volunteers including participants who wish to move into leadership roles. The position plays a key role in communicating the vision of the organization and matching skills to organizational needs, and ensures the large number of tasks is completed in order to successfully deliver PIRS strategy, projects and programs.

Main Responsibilities

- Develop a holistic approach to volunteer engagement considering PIRS strategy and plans, organizational needs and staff capacity
- Build relationships with corporate entities for sources of volunteers
- Develops orientation process and materials, training guides and updates as required
- Proactively recruits volunteers and creates a diverse database of individuals.
- Identify participants with leadership potential and assess readiness to become involved in volunteer leadership activities within PIRS and throughout the community
- Works with program facilitators and participants to identify practicum interests, builds relationships with potential practicum sites and facilitates connections between program participants and practicum sites
- Builds training and orientation packages and evaluation tools for practicum supervisors
- Evaluates practicum and volunteer effectiveness and recommends changes as required
- Assists with volunteer and practicum event planning, set-up and event attendance

Desired Qualifications

- 2 - 3 years of Experience in working with volunteers and/or not for profit administration.
- 1 - 2 years training and facilitation or curriculum development experience
- (or an appropriate combination of education and experience)
- Excellent organizational and planning skills
- Strong interpersonal skills and with a wide variety of audiences
- Excellent communication skills, both written and oral and to a wide range of audiences
- Strong presentation skills
- Proven ability to network and build relationships
- Proven ability to train, coach and develop others
- Supervisory experience, including recruiting and interviewing, an asset
- Self-motivated with a positive and professional approach to people management



PACIFIC IMMIGRANT RESOURCES SOCIETY

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Member Agency

United Way
Lower Mainland

Position Information

Based in Vancouver, British Columbia, PIRS empowers immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based programs.

Supporting immigrants and refugees since 1975, our vision is a society that values the diverse contributions of immigrants and refugees and promotes the enrichment of their lives.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work.

We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

To apply, send resume and cover letter in one PDF document (3 pages maximum) to:

Marcela Mancilla-Fuller
Email: jobs@pirs.bc.ca
Deadline for applications is May 4, 2018.

Thanks to all who apply. Only short-listed candidates will be contacted.

