



EMPLOYMENT OPPORTUNITY

Refugee Response Project Coordinator (Temporary Position)

Pacific Immigrant Resources Society (PIRS) is a non-profit organization that provides programs for immigrant and refugee women and their young children. We are looking for a Coordinator to assist with our refugee response project. The position will involve recruitment, screening and management of volunteers for PIRS programs. This position is part time (21 hours per week) at a starting salary of \$18.86 per hour.

KEY RESPONSIBILITIES:

- liaise with Immigrant Service Society and other PIRS staff to determine volunteer needs
- recruit, interview and screen prospective volunteers and place them appropriately
- ensure that appropriate policies, procedures and practices are developed, maintained and communicated to staff and volunteers
- provide leadership and support to staff in the effective use, supervision and recognition of volunteers
- involve volunteers and staff in an evaluation of the volunteer program
- prepare statistics and reports as required
- coordinate production/distribution of PIRS communication
- contact volunteer agencies and other community groups as needed

DESIRED QUALIFICATIONS:

- demonstrated experience in volunteer management
- experience working in diverse communities
- ability to communicate effectively both orally and in writing
- working knowledge of various computer applications including Windows, Social Media, Publishing, Database and Microsoft Office
- interview and assessment skills
- public speaking abilities and leadership qualities
- demonstrated organizational skills
- ability to function independently and with flexibility
- attitudes and values in keeping with the goals of PIRS
- use of a car required (mileage provided)
- formal training in volunteer management preferred
- additional language an asset
- knowledge of the sector
- ability to communicate and develop partnerships

PIRS thanks all applicants. Only those shortlisted for interview will be contacted.

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society

1874 Kingsway, Vancouver, BC V5N 2S7

Fax to 604-298-5888 | email to: aWilbur@pirs.bc.ca

DEADLINE FOR APPLICATIONS: Feb 26th, 2016

We thank everyone for their interest.



PACIFIC IMMIGRANT RESOURCES SOCIETY

1874 Kingsway, Vancouver BC V5N 2S7

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info@pirs.bc.ca | www.pirs.bc.ca



Member Agency

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