



EMPLOYMENT OPPORTUNITY

Volunteer Coordinator

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 volunteer coordinator to assist in supporting PIRS programs. The position will involve recruitment, screening and managing of volunteers and practicum students for PIRS programs. This position is part time (14 hours per week) at a starting salary of \$18.86 per hour.

KEY RESPONSIBILITIES:

- recruit, interview and screen prospective volunteers and place them appropriately
- develop and supervise Building Bridges practicum placements
- 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 the PIRS communication
- contacts with volunteer agencies and other community groups

DESIRED QUALIFICATIONS:

- demonstrated experience in volunteer management
- experience working in a multi-ethnic community
- 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

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



PACIFIC IMMIGRANT RESOURCES SOCIETY

1874 Kingsway, Vancouver BC V5N 2S7

Tel: 604-298-5888 | Fax: 604-298-7115

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



Member Agency

United Way
Lower Mainland

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: August 20th, 2016

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