

## **Part-time Job Posting**

### **Volunteer Coordinator**

The Ecology Action Centre (EAC), established in 1971, is Nova Scotia's largest and most active environmental organization. We are seeking a part-time Volunteer Coordinator. The position is 20 hours per week and is a 6 month maternity leave replacement.

#### **Overview of the Position**

The EAC works with over 300 volunteers in a wide variety of roles. Volunteers bring grass roots engagement to our work, allow us to be effective with our resources, amplify the efforts of our staff, and bring a greater diversity to our organization. The Volunteer Coordinator's job involves coordinating a team of front desk volunteers and managing our volunteer recruitment, communications and appreciation. This role is a central one at the Ecology Action Centre; our Volunteer Coordinator works closely with the Centre's entire staff team to link staff needs and volunteer skills. The Volunteer Coordinator reports to the Internal Director.

#### **Responsibilities**

The Volunteer Coordinator has the following primary areas of responsibility:

**Creating a Welcoming Environment:** Supervising, training and recruiting a team of 10 front desk volunteers who fill a receptionist role and assist staff with a wide variety of tasks. The Volunteer Coordinator assists this team in cultivating a welcoming and professional environment at EAC.

**Volunteer Engagement:** Connecting with, orienting and welcoming new volunteers. Coordinating meaningful matches between the specific skills and interests of individual volunteers from our volunteer database (350 people) with the broad variety of EAC volunteer opportunities, including event coordination, building maintenance, and staff requests for specific skills such as graphic design, photography, etc.

**Volunteer Appreciation:** Planning and coordinating volunteer orientation and volunteer appreciation events. Creating opportunities for staff and volunteers to mingle and get to know one another.

#### **Skills Required**

- Excellent interpersonal communication skills
- Excellent organizational and administrative skills
- Experience with training, supervising and motivating volunteers
- Creativity and ability to take initiative
- Environmentally concerned with knowledge of and desire to inform the public on environmental issues
- Friendly, outgoing, energetic, motivated, team orientated, conscientious, with a sense of humour
- Experience working with non-profits (preferred)
- Experience working with diverse communities and a commitment to fostering diverse workplaces (preferred)

**Period:** 12 March 2012 to 7 September 2012

**Terms:** 20 hours per week at \$16/hour.

**Location:** Ecology Action Centre, 2705 Fern Lane, in Halifax's North End

**Hours of work:** Monday to Friday from 10am to 2pm.

**Application:** Cover letter, resume and two references. Please submit your application in the form of a pdf document with required elements in the following order: cover letter, resume, references.

**Deadline:** Friday February 17<sup>th</sup> 2012 at 4pm

**Attention:** Laena Garrison, Volunteer Coordinator [communications@ecologyaction.ca](mailto:communications@ecologyaction.ca)

We thank all applicants for their time and interest, however only short-listed applicants will be contacted.

The Ecology Action Centre is committed to employment equity and encourages applications from traditionally underrepresented groups such as women, visible minorities, First Nations, and persons with disabilities.

The Centre welcomes new members and volunteers: [www.ecologyaction.ca](http://www.ecologyaction.ca)