

VOLUNTEER PROGRAM COORDINATOR SUMMER STUDENT – FULL TIME TERM

Reporting to the Management Supervisor, Total Rewards, the summer student will be working with direction and support from Volunteer & Employee Giving Program staff in various special projects and activities within the Volunteer & Employee Giving Program department.

Duties:

- Volunteer Program Corporate Driven Post-Event Evaluation Process – assist with research, development, and implementation.
- Volunteer & Employee Giving Program Internal Stakeholder Training – aid in the plan, resource development, and facilitation for internal stakeholders.
- Volunteer & Employee Giving Program Awareness Plan – assist in planning, resource development, and employee outreach.
- Employee engagement-related activities in support of projects.
- Encourage a climate that supports diversity.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 1 year completed education in a Post-Secondary Institution in Social Services Studies (i.e., Social Work, Human Ecology – Family Studies, etc.), Human Resources – recruitment/retention, Marketing, Communications, Sports Recreation, Volunteer Management, Non-Profit Management, Creative Communications, and/or Event Management/Coordination. Must be returning the following year.
- Passionate, enthusiastic individual with a positive attitude, and exemplary customer service, to support and engage employees in their giving efforts to make an impact in the community. Active and ongoing volunteer and charitable efforts are an asset.
- Utilizes creativity, research, and analysis to develop plans and material that align with MBLL's goals and objectives, support the engagement of MBLL employees and support philanthropic and partnerships within the community.
- Confidence in solving complex problems and demonstrated ability to handle challenges reasonably and diplomatically is essential, Must be able to quickly respond to problems that may arise during events and report the details to the Volunteer & Employee Giving Program staff or designate and ensure follow-up.
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Teams, OneDrive, and Outlook).
- Familiarity with graphics software and website content management systems – Adobe Photoshop, CANVA, WordPress, etc.
- Ability to work in various software mediums and databases.
- Attention to detail and ability to work in a fast-paced environment with multiple activities on the go simultaneously. i.e., office-related tasks include periods of computer operations, concentration, analysis, and active listening, and when representing MBLL in the community a high degree of concentration, precision, and alertness is required.
- Some medium physical activity may be required for lifting boxes and/or equipment, etc. Frequent walking and standing are required when participating in events.
- Flexibility in the work schedule is required. Must be able to work a variety of shifts and a flexible schedule, including occasional evenings, weekends, and statutory holidays.
- Must maintain a valid class 5 driver's license.
- Travel within the Province may be required.

Interested individuals should apply by submitting a current resume and application to:

Email: careers@mbll.ca

All applications are due by January 26, 2023.

We thank all interested applicants, however, only those selected for interviews will be contacted.