



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Internal Candidates only may apply:	April 6 – 10, 2017
Job Posting Application Deadline	April 13, 2017 at 5:00 pm
Job Title:	Volunteer Communication Assistant
Program & Unit:	Strategic Initiatives Unit
Work Week:	30 hrs/week
Salary Grid Level:	B8 – \$16.87
Employment Category:	Bargaining Unit – Contract – 40 weeks

Program Overview

Volunteer Services is a central resource to the entire organization responsible for the recruitment, retention and recognition of over 1000 volunteers who dedicates over 20,000 hours of volunteer service each year. With volunteers playing such a critical role in shaping WoodGreen's programs we are seeking a dynamic individual who can enrich, develop and celebrate this diverse community.

Position Summary

This role will focus on developing and managing mixed media platforms to achieve these results while providing a customer service approach to volunteer management. The Volunteer Communication Assistant will increase WoodGreen's online presence and provide new ways for volunteers (and the wider WoodGreen community) to engage with one another and the organization itself.

Main Responsibilities:

- Manage the online presence of the agency's volunteer activities which includes attraction and recruitment of volunteers, development and management of the volunteer community pages on the volunteer website as well as via Facebook and social media (20%)
- Provide administrative support necessary to ensure volunteers are properly on-boarded and welcomed to WoodGreen (35%)
- Arrange and develop enrichment opportunities for student placements and volunteers. This will include liaising with the staff to coordinate the lunch and learn series. Working alongside the Volunteer Services Manager the successful candidate will coordinate the annual volunteer recognition event and promote the agency at community events (15%)
- Working alongside our skilled media volunteers, the VCA will engage, profile and use various approaches to capture the impact of the agency's volunteers as well as adopt creative recruitment strategies to target skilled volunteers (20%)
- Work alongside the Volunteer Service Manager to create and deliver ongoing "random acts of thanks" to our volunteers (10%)
- Perform other duties as assigned

Required Education and Registration:

- **MUST BE CURRENT ONTARIO WORKS RECIPIENT**

Preferred Qualifications:

- Excellent customer service skills
 - Excellent written communication skills
 - Knowledge of social media and the ability to manage multiple platforms
 - Knowledge or experience with creative media is an asset.
 - Knowledge of additional languages is an asset
 - Creative, fun and energetic, the successful applicant will have a desire to learn about different media including photography and infographic creation
 - Proficiency with Microsoft Office suite of products including intermediate knowledge of Word and Excel
 - Strong organizational and time management skills
 - Cultural sensitivity with the ability to communicate clearly with clients from diverse cultural backgrounds
 - Able to work with multiple priorities and meet deadlines
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To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to dhornung@woodgreen.org, Att: Danielle Hornung

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.