



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Volunteer Communications Assistant

Employment Type:	Contract (46 weeks), Bargaining Unit
Work Hours:	28 hours/week
Salary:	B8 - \$17.37/hour
Application Deadline:	January 25, 2018 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Volunteer Services, Central Services

Volunteer Services is a central resource to the entire organization, responsible for the recruitment, retention and recognition of over 1000 volunteers who dedicate over 20,000 hours of volunteer service each year.

What You Will Do

- Manage the online presence of WoodGreen'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.
- Provide administrative support necessary to ensure volunteers are properly on-boarded and welcomed to WoodGreen.
- Arrange and develop enrichment opportunities for student placements and volunteers. This will include liaising with WoodGreen 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 WoodGreen at community events.
- Working alongside our skilled media volunteers, the VCA will engage, profile and use various approaches to capture the impact of WoodGreen's volunteers as well as adopt creative recruitment strategies to target skilled volunteers.
- Work alongside the Volunteer Service Manager to create and deliver ongoing "random acts of thanks" to our volunteers.

What You Bring to the Team

- Two (2) years of experience in an administrative or customer service position.
- MUST BE CURRENT OW RECIPIENT.

What Will Set You Apart

- Previous experience working in the social services sector is an asset.
- 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.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

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

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
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External applicants to:	dhornung@woodgreen.org, Attn: Danielle Hornung
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WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.