



Job Posting

POSITION: Office Administrator and Volunteer Coordinator

PROGRAM: ASPIRE Community Services

POSITION FUNCTION:

Under the supervision of the Manager, the **Office Administrator and Volunteer Coordinator** is responsible for recruiting, orientating and retaining volunteers, and providing administrative support to organization. The **Office Administrator and Volunteer Coordinator** will be responsible for motivating and inspiring volunteers, assigning them to program activities, providing daily support to volunteers, allocating responsibilities, organizing training, maintaining volunteer records and performing other duties related the position.

QUALIFICATIONS:

- A degree or Diploma in business administration, human resources, social studies or any relevant field. A combination of work experience and education would also be considered.
- Empathic, respectful and discrete; remains tactful and patient during stressful situations; keen interest in the non-profit sector.
- Some experience (1-2 yr.) in volunteer coordination and group facilitation; and experienced in establishing professional boundaries with clients.
- Proven experience in the coordination of volunteers and volunteer activities or a related field; experience in volunteering locally, nationally and/or internationally; knowledge of working with people from diverse backgrounds and experiences; Experience in recruiting volunteers through various channels (including social media); working knowledge of standard office equipment and software applications (word processing, Excel and databases).
- Ability to speak, read and write in fluent English and in an additional language; Some experience with Salesforce would be an advantage.

HOURS: This will be a full-time contract position of 35 hours a week with a flexible working schedule to include weekends (if required)

STARTING PAY: \$40,000 to \$42,000 per annum commensurate with level of experience, plus an extended benefits package

RESUMES TO: Muslim Food Bank and Community Services Society
Attn: saleem@muslimfoodbank.com
Please use "**Office Administrator and Volunteer Coordinator**" in the subject line

DEADLINE: Until the position is filled

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

Posting Date: November 11, 2022