



## Join the Volunteer Manitoba Team!

**Position:** Community Relations Coordinator

**Location:** Winnipeg, MB (Hybrid)

**Position Type:** Full-time, Permanent.

**Hours of Work:** Primarily daytime, Monday through Friday, but occasional evening and weekends will be required.

**Application Deadline:** July 31, 2025

### Join Our Team and Help Build a Stronger Manitoba Through Volunteerism.

Volunteer Manitoba is the leader in promoting and supporting volunteerism across the province. We connect people with meaningful volunteer opportunities, work to build capacity in the non-profit sector, and celebrate the power of volunteer contributions. We're looking for a passionate, relationship-driven **Community Relations Coordinator** to help amplify our impact and grow community connections.

### Key Responsibilities

- **Stakeholder Engagement:** Build and maintain relationships with community organizations, high schools and post-secondary institutions. Provide referral services for community members seeking volunteer opportunities.
- **Outreach & Promotion:** Coordinate and represent Volunteer Manitoba at community events, presentations, career fairs and volunteer fairs to promote programs and services.
- **Communications Support:** Collaborate with the communications team to develop content for social media, newsletters, and promotional materials.
- **Partnership Development:** Identify and pursue opportunities for strategic partnerships.
- **Event Coordination:** Lead the coordination of key Volunteer Manitoba events, including the annual Student Recruitment Volunteer Fairs.
- **Volunteer Engagement:** Oversee Volunteer Manitoba's internal volunteer program, which includes recruitment, onboarding, training and retention of volunteers.
- **Youth Programming:** Build partnerships with schools and youth-serving agencies to engage young people in volunteerism.

### Qualifications & Skills

- Post-secondary education in communications, public relations, community development, or a related field (or equivalent experience).
- 2–3 years of experience in stakeholder engagement, outreach, communications, event planning or community development.



- Strong verbal and written communication skills, with the ability to tailor messages to diverse audiences.
- Comfortable speaking publicly and representing an organization with professionalism and enthusiasm.
- Proven ability to build and maintain positive relationships.
- Highly organized and self-motivated, with the ability to manage multiple priorities.
- A valid driver's licence and access to a reliable vehicle is required, as this position requires travel to various locations and communities across the province.
- Flexible and able to travel within Manitoba (which can include occasional evenings / weekends / overnight stays).
- Experience in the non-profit or volunteer sector and Manitoba's diverse communities is a strong asset.

#### **Why Work With Us?**

- Opportunity to make a meaningful difference in communities across Manitoba.
- Supportive and collaborative team environment.
- Flexible hybrid work model.
- Opportunities for professional development.
- Competitive salary, pension and health benefits package.

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#### **To Apply:**

Please send your resume and a cover letter explaining your relevant experience and interest in the position to Ashley Seymour, Executive Director at [ashley.seymour@volunteermanitoba.ca](mailto:ashley.seymour@volunteermanitoba.ca).

While we value every application, only those selected for an interview, based on relevant experience, will be contacted.

Volunteer Manitoba is committed to fostering accessibility, equity, diversity, and inclusion. We encourage applications from individuals who reflect the diversity of our community, including Indigenous peoples, persons with disabilities, 2SLGBTQ+ individuals, newcomers, and racialized persons. Our dedication extends to providing a barrier-free recruitment and selection process. Should we invite you for an interview, please feel free to communicate your accommodation support requirements.