



Job Title: Resource Coordinator

Organization: Volunteer Manitoba

Location: Winnipeg, Manitoba

Employment Status: .8 position (30 hours/week) - 1 Year term, with possible extension

Job Summary

Reporting to the Executive Director, the **Resource Coordinator** will support the planning and implementation of Volunteer Manitoba's Board Connect program, Volunteer Services and our Non-Profit Drop in Centre. The **Resource Coordinator** will directly contribute to increasing capacity building in the non profit sector by providing resources and supports through our programming.

The Resource Coordinator will support the following programs:

Board Connect

Board Connect creates a new avenue for boards or standing committees to recruit engaged and motivated leaders who are prepared to serve. Board Connect will match skilled leaders with Boards or standing committees for one year.

Duties:

- Manage the Board Connect database
- Liaise with non-profit executive directors and board chairs to discuss the program and potential matches between non-profit boards and potential board members
- Interview potential participants for the program
- Prepare and present reports on the Board Connect program

Non-Profit Drop in Centre

Volunteer Manitoba is dedicating a space within its offices to create a resource centre for charitable and non-profit organizations. It will be a space where groups can access resources, use technology and meeting space, print services and access to Grant Connect.

Duties:

- Provide assistance with all aspects of the drop in space
- Book meeting room space for non-profits
- Provide assistance with accessing library resources digitally and in print
- Assist clients with the use of the Grant Connect software
- Assist clients with Learning Management System (LMS)
- Maintain statistics of usage of the drop in space

Volunteer Services

As Volunteer Manitoba continues to grow, so does the need for more volunteers to help us fulfill our mandate.

Duties:

- Provide volunteer supervision and volunteer assignment of duties
- Plan and implement volunteer recognition program
- Represent Volunteer Manitoba at volunteer coordinator events
- Assist clients with volunteer referrals
- Maintain volunteer opportunities database

Required Knowledge, Skills and Abilities

- Demonstrates excellent interpersonal skills
- Is proficient in the use of Microsoft programs including Outlook, Word, Excel, and Power Point, social media platforms and database management
- Exhibits strong organizational skills
- Experience working with and supervising volunteers
- Flexible work schedule

Education and Experience

- Post secondary education preferred and/or equivalent experience
- Previous employment within the not-for-profit sector is an asset

If this opportunity interests you, please submit your resume, references and a cover letter to: careers@volunteermanitoba.ca

Starting Salary: \$15/hour

Closing Date: August 16, 2019

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.