

Volunteer and Development Coordinator

About the Organization

Greener Village is a charitable organization that has been caring for our Fredericton area community for over three decades. Greener Village increases food security in the Fredericton and surrounding area through its inclusive programmes and services. Our Vision is to provide access to high-quality foods and other products in a setting that promotes dignity, choice and self-esteem. Servicing the Greater Fredericton Area, we provide food relief to approximately 2,000 families a month, approximately 5,500 people. We are committed to providing outstanding services to every person who visits our centre.

Hours of work and Reporting Structure

- The workdays are usually Monday through Friday.
- Weekend and after hours work may be required from time to time depending on the project.
- Scheduled hours of work and operating days may be changed, given sufficient notice, to accommodate special projects, holiday events, other special events or business requirements.
- This position will report into the Director of Development

Overall Responsibilities:

Volunteer coordination and recruitment: 70%

- Volunteers are at the heart of this organization. With over 22,000 hours of volunteer work last year, they play a crucial role in helping us serve over 2000 clients every month
- The Volunteer and Development Coordinator is responsible for the recruiting, interviewing and hiring of new volunteers to work in various areas of Greener Village, based on their various skills
- Additionally, they will also be responsible for mentoring and follow up of volunteer progress with all managers
- To ensure that all volunteers read, understand and sign off on Greener Village's volunteer manual and Health and Safety policies and procedures in place
- To lead in prospective volunteer interviews, the hiring process, volunteer scheduling to various areas of Greener Village, volunteer progress and overall volunteer development
- To develop and maintain an outreach campaign to explore, advance and strengthen opportunities for collaboration and the building of partnerships with relevant groups within the community and beyond, i.e., business groups, service groups, educational institutions and community leaders
- To hold regular meetings with volunteers, develop training programs and conduct training for volunteers that promote activities and programs that will positively influence volunteers to their commitment toward Greener Village

Fundraising Support: 30%

- Fundraising support for the ongoing capital campaign and annual initiatives. We are currently in the middle of a capital campaign to create Atlantic Canada's First Food rescue Centre. Your role will involve helping with basic communication and donor outreach
- Support the Director of Development with research for potential sponsors and maintain records of sponsors for annual outreach efforts
- To participate in relevant on and off site training opportunities, conferences and other information sharing and skill building events

Qualifications

- Proven work experience as a Volunteer Coordinator or staff in the Non-Profit space or similar role
- High school diploma or equivalent; Bachelor's degree in Communications, English, Business, or related field preferred
- The successful candidate should have a minimum of 2 year work experience in the Non-Profit space
- Excellent written and verbal communication skills
- Exceptional organizational and presentation skills
- To identify volunteer and community needs as well as any opportunities in the community (corporates, schools) for volunteering/ partnerships
- The ideal candidate should be motivated, professional, and organized and have a knack for research.
- They should also believe in the mission of the organization and have exceptional drive for furthering the volunteering and fundraising efforts
- To respond promptly to volunteer inquiries. To provide relevant and thorough information to prospective applicants
- Basic Knowledge of fundraising best practices and fundraising / grant software
- Able to work with a vulnerable group and navigate the sensitive nature of our services when promoting and representing the organization

Compensation

Job Type: Full-time, Permanent, with a starting salary of \$40,000.

Benefits:

- Dental care
- Extended health care
- Life insurance
- Paid time off

Schedule: Monday to Friday

How to Apply: After reviewing the job description, please email resume to sukanksha@greenvillage.ca . Strong applicants will be contacted as soon as possible to set up interviews. Applications will be accepted till October 12th 2023.