

Wednesday, December 29, 2021

## **Volunteer Coordinator (Full Time)**

The Chinese Canadian National Council for Social Justice (CCNC-SJ) is seeking a Full-Time Volunteer Coordinator to join our team!

The Volunteer Coordinator will primarily be responsible for volunteer recruitment, coordination, training, engagement, and communication. They will act as the main point of contact for volunteers interested or involved in our programming. The volunteer coordinator will also play an active role in the development and implementation of a volunteer recruitment plan and database, responds to volunteer inquiries, complete screening/interviews, reference checks, and conducts orientation sessions.

You'll be working remotely with our coordinators and board to assess our project requirements and recruit volunteers to support and engage with our projects to enhance our advocacy work.

Hours are flexible throughout our operating hours on Mondays to Fridays (with statutory benefits in accordance with the Employment Standards Act, 2000, as amended).

**Hourly Wage:** \$26/hr

**Region:** Metro and Greater Toronto Area

**Organization's Field/Discipline:** Social Justice Advocacy

**Job's focus:** Creative and Administrative

**Job Type:** Full-Time, 35 hrs per week

**Location:** Remote (Work from home)

**Career Level:** Entry level

**Application Deadline:** January 21, 2022

**Start Date:** February 2022

### **About CCNC-SJ**

The original Chinese Canadian National Council (CCNC) was founded in 1980, after successful nationwide protests against a racist TV show that falsely depicted Chinese Canadian students in our universities as foreigners (CTV W5 episode – “Campus Giveaway”). This marked the beginning of four decades of community activism to fight for equality and human rights. See more details in “Our History of Resilience.”

In 2019, a group of Chinese Canadian activists from all generations, including many former CCNC Presidents and Board members, came together to revive and re-incorporate CCNC. Our group is built on a history of community activism, with a renewed commitment to educate, engage and advocate for equity and social justice for all in Canada.

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## **Duties and Responsibilities**

The Volunteer Coordinator will be responsible for the following duties and responsibilities:

- Responsible for volunteer recruitment, engagement, and activities.
- Acts as the primary contact for volunteers, responds to inquiries, and delegates accordingly.
- Develop and implement a volunteer recruitment plan and identify Volunteer Program goals and strategies.
- Develop and coordinate a volunteer orientation, training, and development program
- Manage all volunteers and operations including interviewing, orientation, scheduling, training, attendance, and maintain volunteer records and data (statistics and reports).
- Conduct surveys, volunteer meetings, training sessions, focus groups, and other volunteer events.
- Outreach and lead volunteer information sessions for interested volunteer candidates.
- Coordinate volunteer mentorship and placement program
- Work closely with partner organizations in volunteer mentorship and placement program
- Coordinate with CCNC-SJ coordinators to provide support for volunteers associated with program activities.
- Stay informed of new developments in the field of volunteer administration.
- Support community outreach via social media and internal referral channels, to identify eligible clients and volunteers for projects.
- Monitors Volunteer Program budget needs and report to the coordinator and board for support.

## **Requirements and Qualifications**

The ideal candidate should have, but not limited to, a strong grasp of current volunteer strategies and practices, knowledge of social justice practices and current events, and a passion for community engagement and capacity building.

- Post-secondary degree or diploma and at least 2-3 years of relevant working experience.
- Ability to develop and deliver training programs and material.
- Strong verbal and written communication skills; bilingualism in Chinese and English is optimal but not required.
- Robust organizational and time management skills with regards to scheduling and database management.
- Able to make public presentations and conduct group facilitation.
- Demonstrates cultural awareness in working with others and practices equitably.
- Ability to work with minimal supervision and meet deadlines.
- Strong computer literacy skills and experience with full Google Suite (e.g. Docs, Sheets, Drive), MS Office Suite, and basic knowledge of social media platforms (Twitter, Instagram, and Facebook).

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- Strong interpersonal skills and patience as applicants will be meeting new people, conducting interviews in person and by phone, and communicating clearly and professionally.
  - Experience working with immigrants, refugees and refugee claimants and knowledge of the settlement sector.
  - Sound knowledge of community resources and ability to network and build partnerships.
  - Knowledge and experience of working within an anti-oppression and anti-racist framework and creating an open and supportive climate.
  - Experience in conflict resolution and staff resiliency training.

### **Accountability and Reporting:**

This position reports to the President of CCNC-SJ and works alongside our coordinators who provide day-to-day guidance and support to this position.

To apply visit [ccncsj.ca/opportunities](https://ccncsj.ca/opportunities) and include your resume, CV, and at least 3 references.