



WE ARE HIRING

Full Time Position: Volunteer Coordinator and Facilities Manager

As a member of a very dynamic, and dedicated team of professionals, the Volunteer Coordinator and Facilities Manager (FCFM) will facilitate the development, planning and implementation of volunteer services within Food4Kids Waterloo Region, for the community of Waterloo Region.

The candidate will provide a leadership role advocating for the agency as Volunteer Coordinator, providing motivation and empowerment to volunteers, and collaborating with internal staff to ensure volunteer placement and execution of programs that serve vulnerable children.

In addition, as Facility Manager, the candidate will manage the services to ensure the safe and effective use of the facilities, and be the first line of contact for the organization.

Requirements:

The candidate will:

- Have achieved a Volunteer Management certificate, or 2+ years volunteer management experience
- Be computer literate with intermediate or higher skills with Microsoft Office/Google Suite, etc.
- Be detail-oriented; flexible; work well under pressure; problem-solve
- Have strong communication and interpersonal skills
- Be able to work in and foster a positive team environment
- Must be able to perform physical requirements of the position e.g., lifting weights up to 25 lbs; and, prolonged periods of standing and walking.
- Have a vehicle in good working condition

Please send a resume and two references to the following email by April 23, 2021, by 5 PM:

ksoberle@food4kidswr.ca

A full job description is available upon request.

We are committed to diversity and inclusion, and thank all applicants in advance.

Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.

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