



Vision:

Empowered girls living in an equitable society.

Position Description

Position: Volunteer /Communications Coordinator
Accountability: Executive Director of Girls Incorporated of Durham
Hours of Work: Full time position; 35 hours per week; Monday -Friday 9:00 am - 4:30 pm; some evenings and weekends (to accomodate events and specific meetings once a month)
Salary: \$30,940 - \$33,400
Location: Head office at Girls Incorporated of Durham 1-395 Bayly St. W, Ajax

SUMMARY OF DUTIES: The Volunteer /Communications Coordinator, under the supervision of the Executive Director, is responsible for the management and support of our volunteer pool to sustain the expansion of Girls Inc. group programs in the community. Volunteer /Communications Coordinator explores and initiates potential social media marketing strategies to engage our target audiences.

PRIMARY WORKING RELATIONSHIP: Works closely with other agency staff and students, the Chair of Board Development, Events; volunteers on fundraising sub-committees, community partners, funders.

SUMMARY OF DUTIES:

Volunteer Co-ordination

- Recruit, screen, and train volunteers prior to assignment in specific areas (i.e. Bingo, programming (if needed), committees, and events)
- Supervise and evaluate Girls Inc. volunteers. Manage and participate in the goals, objectives, and policies effecting volunteers.
- Create volunteer job descriptions, handbook and written protocols for recruitment and management procedures for effective selection of volunteer candidates. FAQ on our website.
- Consult with staff to determine organization needs for various volunteer services and plan for volunteer recruitment. Ensures that sufficient numbers of volunteers are available to meet the needs of Girls Inc. of Durham for program delivery, committees, events and bingo fundraiser by utilizing appropriate means within the community (i.e. outreach, public demonstrations', media, etc.)
- Maintain Better Impact Volunteer Management System to ensure accuracy of capturing volunteer engagement and hours.
- Attend and participate in professional and community meetings to recruit interested parties for volunteer service.
- Prepare and present reports to management staff; recommend necessary changes or adjustments to the volunteer program. Serve as liaison between administration, staff, and volunteers.

Mission:

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Bingo Management

- Manage Bingo Reports
- Write Bingo Applications
- Coordinate Bingo attendance and trainings

Public/Media Relations/Communications

- Communications planning/media relations in connection with other department's needs and upcoming agency events, etc.
- Creation of content which meets our branding standards for our social media platforms and their respective participants (Facebook, Twitter and Instagram).
- Engagement and Response on our media platforms
- Write, edit and produce communications tools including newsletters, email, and PR-oriented materials and brochures.
- Provide media communications/relations and publicity support for the agency as back up to Executive Director.
- Directly supervise Public/Media/ Relations or Communications students/interns and participate in their evaluation and success
- Assist with development of Annual Report.

Community Outreach

- Attend and participate in professional and community meetings to recruit interested parties for volunteer service.
- Support the planning and implementation of strategic community outreach events.
- Provide training and evaluations for speakers to ensure accurate public education and provide adequate supplies and materials for speakers. Oversee set-up of Girls Inc. booths and scheduling staffing for off-site events.
- Provides staff support to fundraising/public awareness efforts as required.

General

- Participates in staff meetings, conferences, AGM, to share ideas and concerns.
- Participates in periodic assessment of own performance, develops own goals and objectives.
- Perform related duties and responsibilities as required

AGENCY INVOLVEMENT

- Participates in staff meetings and conferences to share ideas and concerns. Works collaboratively with other staff to meet agency goals and achieve staff objectives.
- Takes advantage of training and other developmental/professional growth opportunities. Attends and participates in Girls Inc. functions as agreed upon with the Executive Director.
- Provides staff support to fundraising/public awareness efforts as required.

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QUALIFICATIONS:

1. Bachelor's Degree with communications. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree in volunteer management and communications.
 2. Excellent written, communication and presentation skills.
 3. Experience in recruiting, organizing and managing volunteers.
 4. Strong organizational skills with attention to detail.
 5. An articulated belief in the mission of Girls Inc.
 6. Able to work independently without constant supervision
 7. Outstanding ability to motivate and empower staff/volunteers to get results.
 8. Willingness and ability to travel, and attend evening and weekend activities.
 9. In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Youtube, Twitter, Instagram and LinkedIn for the development and delivery of social media optimization (SMO) content.
 10. Computer proficient needed, knowledge with Better Impact, MS Office, Excel, Word, PowerPoint, Outlook, are an asset.
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Candidates will be required to provide a current police check upon hire.

We thank all applicants for their interest.

Only those selected for an interview will be contacted.

Girls Incorporated of Durham seeks to be an equal opportunity employer. We encourage applications from individuals of all race, colour, ethnic origin; religion; gender identity, age, ability, sex and sexual orientation.

Submit Letter of Interest and Resume

Yvette Nechvatal-Drew, Executive Director
Girls Incorporated of Durham

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