



Volunteer Coordinator Internal and External Opportunity Brief

Position:	Volunteer Coordinator
Reports to:	Manager, Engagement and Special Projects
Location:	2131 Gottingen Street
Work Term:	0.5FTE, permanent
Hourly Rate:	\$21.80-\$24.55, dependent on experience
Hours:	18.75 hours per week, schedule to be negotiated Occasional flexibility may be required.
Deadline:	September 13, 2023

About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly-valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

Vision

Strong community - healthy people.

Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

Values

Respect. Community. Compassion. Excellence. Innovation

Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Colour and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at nechc.com/jobs and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

Job Purpose

The Volunteer Coordinator will develop and implement all aspects of the NECHC volunteer program including recruiting, training, and scheduling volunteers. Reporting to the Manager, Engagement & Special Projects, the Volunteer Coordinator is responsible for recruiting and training volunteers as well as educating staff around working with volunteers.

Responsibilities:

The following duties reflect the broad scope of responsibilities but are not necessarily all-inclusive:

- Research, develop, maintain, and lead the volunteer program
- Communicate with all departments in the organization to assess volunteer needs
- Create and implement volunteer recruitment strategies
- Draft policies and implement risk-management strategies related to the volunteer program
- Maintain best practices and procedures for the volunteer program
- Draft volunteer position descriptions
- Design orientation and training materials and programs
- Recruit, interview, select, assign, schedule, and evaluate volunteers
- Maintain volunteer database/files
- Regularly communicate with staff and volunteers to ensure placement is a good fit
- Maintain volunteer scheduling
- Develop a volunteer engagement and recognition program
- Educate and train staff members about working with volunteers
- Collect statistics and write reports
- Source and write funding proposals
- Liaise with local high schools and universities to place students in volunteer roles
- Other duties as required

Education, Knowledge, and Experience

- Post secondary education with an emphasis on Volunteer Management, Human Resources, Social Services, Business, or Non-Profit Management; or equivalent professional experience
- 2-3 years experience in volunteer coordination
- Experience writing and preparing grant proposals
- Non-profit experience
- Knowledge of best practices in volunteer management
- Knowledge of current community challenges and opportunities relating to the mission of the NECHC
- A demonstrated commitment to volunteerism
- Ability to work collaboratively
- Strong interpersonal skills
- Organizational and leadership skills
- Ability to multitask
- Excellent communication skills
- Ability to balance the organization's needs with the volunteer's needs and interests
- Problem-solving and decision-making skills
- Patience and tact in communicating with others

Working Environment And Unavoidable Hazards

- Working Environment: Supportive, exciting, and challenging
- Unavoidable Hazards: Exposure to usual hazards of health care centre and community service provision (including but not limited to inclement weather).

How to Apply

Those interested in applying for this position should send their cover letter and resume to employment@nehc.com by September 13, 2023.

We ask applicants to self-identify in their application. Your declaration of membership in any of these equity groups will remain confidential.

We thank all applicants for their interest, only those selected for an interview will be contacted.

Please note that as of October 4, 2021, all new hires will be required to provide proof of full vaccination as a condition of employment.