

Volunteer Assistant Administrative Coordinator

Volunteer Position Description



Summary

As a Volunteer Assistant Administrative Coordinator for The Shoebox Project, you will be assisting the Volunteer Manager with administrative duties that aim to recruit, screen, onboard, train and recognize Local Coordinators across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities:

As a Volunteer Assistant Administrative Coordinator for The Shoebox Project, you will be assisting the Volunteer Manager with administrative duties that aim to recruit, screen, onboard, train and recognize Local Coordinators across North America in their efforts to support local needs of women facing the challenges of homelessness.

- Aiding in collecting data for recruitment needs and assisting with recruitment outreach internally as well as through external means
- Processing volunteer applications and reaching out via email for initial contact to conduct pre-screening
- Updating and maintaining centralized google-based database tracking system
- Interviewing Local Coordinator volunteer candidates throughout North America, and conducting reference checks for screening purposes
- Aiding in conducting and evaluating surveys, conducting exit interviews as required
- Assisting in Local Coordinator onboarding and provide training support
- Researching regional statistics for website updates
- Supporting volunteer recognition by providing letters of reference, hours completed documentation, appreciation initiatives

Qualifications:

- Experience in remote-based work an asset
- Excellent verbal and written communication skills
- Exceptional organizational skills with special attention to detail
- Proficiency using Google based applications and comfortable communicating via remote video conferencing and email
- Capable of maintaining strict confidentiality of records and information
- Ability to work independently with limited supervision and willingness/ability to communicate with staff on a regular basis
- Knowledge of or interest in issues affecting women impacted by homelessness

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Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to conduct phone or video interviews using google meets.

Requirements/Screening: Volunteer Application, Resume, Interview, Reference Check

Time Commitment: Working remotely 5-8 hours per week. Weekday mornings or afternoons (Flexible)

Duration: A one year commitment is the expectation for this position

Training: Training provided through video conference or in person when able, written processes

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.