

Recruitment Assistant Volunteer Position Description



Summary

The role of the Volunteer Recruitment Assistant will be to aid the Volunteer Manager in administrative tasks in our volunteer recruitment strategies. This will include research, coordinating recruitment postings across North America, tracking recruitment outreach, tracking success of recruitment efforts, assisting with formatting/editing volunteer position descriptions as necessary and assisting with the volunteer screening processes. This is a position for someone with strong administrative experience and previous recruitment in some capacity will be an asset. This position aids in our efforts to support women impacted by homelessness across North America.

Duties & Responsibilities:

- Aiding in conducting research for recruitment and assisting with recruitment outreach internally as well as through external means
- Coordinating online recruitment postings on various outreach platforms including LinkedIn/social media/community-based volunteer organizations/national & international recruitment sites
- Updating and maintaining centralized Google-based database tracking system
- Assisting with updating/editing volunteer position descriptions
- Tracking success of recruitment efforts and making recommendations for improvement
- Assisting with Volunteer screening practices and onboarding of new volunteers

Qualifications:

- Experience in administration is mandatory and remote-based work an asset
- Exceptional 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

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 conferencing using Google Meet.

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

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Time Commitment: Working remotely 5-8 hours per week. Can be done during evenings and weekends with some flexibility for meeting during the weekday on occasion

Duration: 6 month commitment is the expectation for this position with emphasis on the months of April-September.

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.