

JOB POST: Volunteer Coordinator (Recent Graduate Position)

Duties

- Coordinate training sessions and provide feedback to new and returning volunteers in the methods, techniques, and ethics of radio broadcasting
- Maintain volunteer database and hour logs
- Coordinate station events and fundraisers, including the annual general volunteer meeting and board rep election and Weeks of Welcome
- Supervise and oversee collective programs, working closely with the collective leaders
- Coordinate outreach to campus and community groups
- Assist in promoting station social media and upload volunteer-produced content to website

Qualifications

- Recent graduate in a field related to communications, marketing, public relations, or voluntary sector management
- Volunteer or paid experience in a not-for-profit environment
- Experience in fundraising operations or event management

Personal skill set

- Strong organizational skills
- Experience recruiting and working with volunteers
- Ability to give thoughtful and constructive feedback
- A creative approach to community building
- Comfortable creating and managing spreadsheets and databases
- A true team player
- Proven ability to set, meet and review goals
- Exceptional communication & outreach skills
- Excellent character references
- A passion for campus/community radio

Nice to have

- Basic familiarity with Adobe Creative Suite or other design/photo editing software
- Experience recording, editing and producing audio
- Basic graphic design

Contract terms:

This is a full time position for a recent graduate for a term of one year

Flexible start date, beginning of September 2018. Flexible schedule. Some weekend/evening work.

How to apply:

Our online application will give you the option to apply to this role as a complete person– not just a resume. The application will take 10 to 15 minutes to complete. We strive to build a diverse team and encourage applications from underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, and people with disabilities. If you need accommodation in the recruitment process, please contact us using the “Help” button. We will review applications, with priority given to those who have completed the assessment, and look forward to hearing from you.

Get started here: <https://www.fitzii.com/apply/32739>

Alternatively you can send resume, a letter of recommendation and cover letter to jacky@cjr.ca.

Deadline for applications is August 16, 2018

Only those candidates selected for interviews will be contacted.