



Greenest City's Volunteer and Engagement Assistant

Job Description

General

The work of Greenest City (www.greenestcity.ca) is driven forward by a strong volunteer base. It will be the role of the Volunteer and Engagement Assistant to support Greenest City's community member's experiences which include a wide range of programming and organizational opportunities such as gardening, market, workshops, events, and administration. This position also includes support of events and communication to deepen individuals' participation with Greenest City's community.

You must be on Ontario Works to apply for this position.

Duties include:

1. Working with staff to recruit, orientate, retain and recognize volunteers.
2. Screening of volunteers, including reference checks.
3. Using a volunteer database, tracking volunteer hours and updating volunteers' contact information.
4. Coordinating volunteers during events.
5. Matching volunteers to volunteer opportunities available.
6. Support and participate in community events to promote the organization's mission. These include community fairs and festivals,
7. Support regular communication with all of Greenest City's partners, volunteers and community members to keep people informed of events, thank them for their support and invite to future events.
8. Participation in planning, staff meetings, organizational tasks, receiving phone calls, evaluation and other tasks as required by the organization.

Skills Required:

1. Diploma/degree or experience in working in social service sector.
2. Strong community building skills and experience - knowledge of food and environment projects an asset.
3. Demonstrated ability to work in a setting with people from diverse backgrounds.
4. Organized, detail oriented and able to complete accurate records.
5. Self-motivated and able to multi-task.
6. A team player.
7. Good computer skills in Microsoft Office, internet research and a willingness to learn new computer applications.
8. Very good interpersonal skills.
9. Ability to follow direction and established procedures.
10. Second language an asset
11. Social media skills an asset.



12. Familiarity with Parkdale's vibrant community an asset.

"Greenest City is committed to equity in its policies, practices, and programs. We support diversity in our teaching, learning and work environments, and aim to ensure that applications for members of underrepresented groups are seriously considered under our Anti-Racism, Access and Equity policy. All qualified individuals who would contribute to the further diversification of our community are encouraged to apply and may chose to identify as such if they wish to identify further assets for consideration.

**Greenest City must note that the space our office is currently located in is not physically accessible to everyone. If you would like to interview for the position but are worried this might be a concern feel free to email us in advance and we will get back to you shortly.*

Hours and Compensation: \$15 per hour x 26 hours per week x 51 weeks

Please email your resume and cover letter to angela@greenestcity.ca by September 29, 2017. You will only hear from Greenest City if you are accepted for an interview.