**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Centre has a temporary 1year Full time opportunity for a Donations and Volunteer Coordinator. This position contributes to the achievement of the Centre’s mission, vision, strategic objectives by assisting the Director, Resource Development in recruiting and supporting volunteers and coordinating and tracking donation items.

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| **Position:** | **Donations and Volunteer Coordinator** |
| **Term:** | Temporary one-year Full-time |
| **Department:** | Resource Development |
| **Reports to:** | Director, Resource Development |
| **Qualification:** | * Undergraduate degree in a relevant field * Minimum three years’ relevant experience in the non-profit sector, including experience in handling confidential or sensitive information * Demonstrated effectiveness in donor relationship building, and ability to build rapport and inspire others in the passion for the organization’s vision and mission * Excellent oral and written communication skills and an ability to relate with individuals or organizations in an effective manner * Advanced knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) * Proven ability to manage multiple projects and priorities on tight deadlines |
| **Working Condition:** | * Interacts with clients, staff, visitors * Manual dexterity required to use desktop computer and peripherals. * Intermittent physical activity including walking, standing, sitting and lifting up to 10 lbs. |
| **Closing Date:** | **February 12, 2021; 5:00 p.m.** |
|  |  |

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the* *Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* andthe *Massey Centre’s Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**­Human Resources**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

**OR**

**Email:** [**hr@massey.ca**](mailto:hr@massey.ca) **(please quote "Donations and Volunteer Coordinator" in the subject line)**

***We thank all applicants, however, only those we select for interview will be contacted.***