



INTERNAL / EXTERNAL JOB POSTING

Volunteer Coordinator (Full time Permanent)

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 Volunteer Coordinator contributes to the achievement of the Centre’s mission, vision, strategic objectives by assisting the Director in coordinating volunteers, student placements, and other resource development activities including in-kind donations and communications.

Term: Permanent Full-time (40 hours/week)

Department: Resource Development

Reports to: Director, Resource Development

Qualification:

- Undergraduate degree in a relevant field or the equivalent combination of education and work experience.
- At least one year of relevant experience in the non-profit sector.
- Demonstrated effectiveness in donor/volunteer 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), and social media. Experience with databases would be an asset.
- Proven ability to manage multiple projects and priorities on tight deadlines.
- High level of responsiveness, creativity, engagement, negotiating, and influencing skills.
- Valid Driver’s License and access to a vehicle an asset.

Working Condition:

- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Travel required.
- Occasional evenings and weekends

Date of posting: May 30, 2022



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Closing Date: June 13, 2022; 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*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The 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 (please quote "Volunteer Coordinator" in the subject line)**

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

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