



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/01/16

Volunteer Coordinator

Job ID	01-14-EC-74-98-01	
Web Address	https://careers.indigenous.link/viewjob?jobname=01-14-EC-74-98-01	
Company	Dying With Dignity Canada	
Location	Toronto, Ontario	
Date Posted	From: 2024-11-22	To: 2024-12-22
Job	Type: Full-time	Category: Social Services
Job Salary	\$45,000 - \$55,000 per year	
Languages	English	

Description

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping people across Canada avoid unwanted suffering.

DWDC has four strategic priorities:

1. Nurture a more inclusive and diverse end of life rights movement: DWDC will seek out, listen to, and integrate more perspectives in the work that we do
2. Address barriers to accessing a good death: DWDC will lead national advocacy efforts to eliminate obstacles to end-of-life choice, including access to advance requests and end forced transfers
3. Deliver high quality, relevant programs and services: DWDC will provide information, education, and support to individuals, families, and clinicians across Canada
4. Ensure sustainability, resiliency, and mission success: DWDC will invest in the growth and development of the organization and its people

DWDC is committed to promoting a culture of wellbeing for our team. We provide extensive benefits and support for all team members so you can focus on doing meaningful work. Our perks include:

- Competitive salary
- Three weeks' paid vacation and paid sick days
- Health benefits, including an EAP program and additional mental wellness supports
- Matching Group Retirement Savings Program
- Flexible work hours and hybrid work model opportunities for professional development

Overview

Reporting to the Manager, Volunteer Engagement & Chapter Development, the Volunteer Coordinator plays a pivotal role in keeping the national volunteer program moving forward at Dying With Dignity Canada (DWDC).

The incumbent will assist with tasks through the entire volunteer lifecycle, including recruitment, screening, onboarding, training, administration, engagement, and ongoing volunteer support. A team player, the Volunteer Coordinator will work collaboratively with other departments and be able to manage competing priorities.

Reports to: Manager, Volunteer Engagement & Chapter Development

Direct reports: N/A

Salary Range: \$45,000 - \$55,000

Key Deliverables and Responsibilities

Volunteer Recruitment

- Support the development of targeted and innovative strategies for recruitment that meet volunteer and Chapter needs across the organization
- Draft volunteer role descriptions and share volunteer postings on recruitment sites
- Respond to new applicants in a timely manner
- Schedule and conduct initial welcome phone calls with potential volunteers
- Complete screening and onboarding process including interviews, reference checks, and police checks as applicable
- Ensure volunteers have appropriate access to role-specific and other training

Administration

- Organize and maintain electronic files, records, and archives with a high degree of accuracy and an adherence to data and confidentiality policies
- Assist in collection, entry, clean-up, and report pulling of relevant volunteer data in databases
- Monitor and respond to emails in the Volunteer inbox
- Reconcile volunteer expenses and provide volunteers with guidance through the expense reimbursement process
- Assist in or schedule meetings, create agendas and take notes / minutes including for monthly Chapter Chair Meetings
- Support new Chapters through the startup checklist process
- Provide general administrative support to the Manager, Volunteer Engagement & Chapter Development Engagement, Policies, and Other
- Coordinate and lead Zoom meetings, training sessions, and volunteer onboarding presentations, including registration, meeting set up, meeting management, and collection of feedback
- Assist with volunteer engagement initiatives like newsletters, phone calls, surveys, milestone tracking, etc.
- Handle volunteer feedback and complaints with professionalism, empathy, and care
- Work with the Manager, Volunteer Engagement & Chapter Development to review and update volunteer policies, manuals, procedures, and other documents to support the volunteer group across Canada
- Additional duties as assigned

Experience

- A minimum of 2 years' experience with a not-for-profit or charity, coordinating and engaging volunteers through the volunteer lifecycle
- Education in volunteer management, education, HR engagement, administration, or a related field, including university degree, college diploma and/or relevant skills and knowledge gained through practical experience and self-directed learning.
- Proven ability to set priorities and manage workload, while demonstrating sound judgement and problem-solving skills
- Detail oriented with a high degree of accuracy in data and record keeping
- Experience leading meetings and presentations with web-based meeting platforms (Zoom and Teams preferred)
- Strong customer service and de-escalation skills
- Passion for supporting the end-of-life rights of people across Canada, while considering cultural differences and diverse perspectives on end-of-life care
- Comfortable with the topic of death and able to manage conversations compassionately and with a high level of sensitivity
- Able to apply diversity, equity, inclusion and accessibility frameworks to volunteer engagement
- Proficient in Microsoft Office / 365
- Experience with Salesforce, Better Impact, Raiser's Edge, and/or other CRM databases an asset
- Certification in Volunteer Administration, or willingness to work towards, an asset
- Ability to communicate in both official languages (English/French) a strong an asset

Work Environment

This is a full-time position that requires in-person work 2 days per week, including Wednesdays and a second day designated by their manager, or if not designated, of the employee's choosing. National Office located at 500-1835 Yonge Street, Toronto, ON.

The successful candidate will be passionate about defending individuals' end-of-life rights, including the right to medical assistance in dying. Our team's members often communicate with severely ill and vulnerable people who are weighing their end-of-life options or with the loved ones of these individuals. As a result, the successful candidate will be a strong active listener who consistently demonstrates compassion, humility, and the utmost discretion in their interactions with others.

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early on as possible during the application process.

We encourage applications from Black people, Metis, Inuit and First Nations' people, people of colour, people who identify with disability, LGBTQ+ people and people from other equity-seeking groups that face systemic discrimination. DWDC is committed to an inclusive and diverse workplace, and a working environment free from all forms of

discrimination, harassment, and violence.

Other

Screening Requirements

Along with a reference check, please note that the successful candidate will be required to undergo a confidential pre-employment criminal record and judicial matters check and a credit background check. Please note that the credit check does not impact your credit score and is only required for positions with access to sensitive financial information.

How to Apply

Applications will be reviewed on a rolling basis until the position is filled, with an application deadline of December 13 2024 at 5 pm. Please send your cover letter and resume to jobs@dyingwithdignity.ca with the subject line: 'Application: Volunteer Coordinator'

Dying With Dignity Canada thanks all applicants, though due to volume we will not be able to respond to all applications. Only candidates invited for interviews will be contacted. No phone calls please.