

Outreach and Volunteer Coordinator

The Literacy Group of Waterloo Region (TLG) is a non-profit adult education centre that supports adults with the lowest levels of literacy by building their literacy, numeracy, digital and communication skills for employment, further education and independence.

Compensation

Hours: 32 Hours Per Week. Part-Time.

Compensation: 21.00 per hour. HCSA included.

Location: Cambridge Office. Some evenings and work at the Kitchener office may be required.

Responsibilities

Job purpose: Promote TLG's public image and programs. Coordinate volunteer recruitment. Generate and support strong relationships with community partners, donors and local businesses.

Program Promotion

- Communicate TLG deliverables and program information to the public via marketing and inquiries
- Create and distribute marketing materials, media/social media releases and respond to inquiries
- Source and coordinate speaking opportunities regarding TLG programs

Volunteer Related

- Coordinate volunteer recruitment process
- Maintain online postings and applications and liaise with volunteer applicants and referees
- Create and maintain volunteer recruitment documents and processes per TLG policies
- Analyze organizational gaps related to volunteers and create successful plans to fill these gaps
- Support a quarterly evaluation of recruitment processes through SWAT based assessment

Donor Related

- Maintain donor relationship management database and coordinate donor mailings
- Ensure that gifts are accurately recorded, recognized and thanked
- Assist with preparation of the annual report, news letters and other reports to donors as needed
- Support the Fundraising Committee in coordinating logistics for fundraising events

Learner Related

- Collect learner success stories to showcase their journey and raise literacy awareness
- Support learners in the office whilst they learn independently.

Qualifications

- A degree/diploma in related field **or** at least 2 years of experience in non-profit sector
- Excellent interpersonal, verbal and written communication skills in English
- Be adaptable, analytical and a problem solver
- Highly organized and acute attention to detail
- Able to multi-task and meet deadlines
- Experienced in social media communication including Twitter and Facebook
- Comfortable with or quickly able to learn new software: Excel, Wordpress, Canva

If interested in the position, please apply with your resume and cover letter to the Executive Director via email chris@theliteracygroup.com. Any questions must be directed to the Executive Director.

Deadline: November 30th 2022 11:59pm

We thank all applicants; however, only those being considered for an interview will be contacted. The Literacy Group Waterloo Region is an equal-opportunity employer and we value the importance of diversity in the workplace. We are committed to an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted by The Literacy Group regarding a job opportunity, please advise us prior to the interview if you require accommodation, and we will work with you to make appropriate arrangements.