



Beaver Valley Outreach (BVO) is accepting resumes for a Full-Time Community Support & Volunteer Engagement Coordinator

Position Summary:

BVO's Community Support & Volunteer Engagement Coordinator plays a key role in advancing BVO's mission by: building strong relationships with community members, partners, and stakeholders; leading all aspects of volunteer recruitment, onboarding, engagement, and recognition; supporting outreach, by supporting households that access BVO's Food Cubby (Food Bank) and Recreational Funding and acting as primary contact and coordinator for BVO's annual Holiday Hamper program. This position bridges community support and volunteer coordination, ensuring that BVO's programs are connected to the community we serve.

Primary Duties and Responsibilities:

- System navigation and support
- Community support, public engagement and outreach
- Volunteer coordination

Required Skills/Knowledge:

- Experience in provision of community support and/or volunteer coordination
- Strong relationship-building, problem solving and exceptional interpersonal skills
- Excellent communication (written and verbal)
- Highly organized with the ability to manage multiple priorities
- Experience working in a non-profit or community-based environment is an asset
- Proficiency with Microsoft Office and basic data tracking tools
- Ability to work independently and as part of a team

Employment Requirements:

- Post-secondary education in community development, social service, or a related field (or equivalent experience)
- Current First Aid & CPR, AODA, Health & Safety (BVO willing to train)
- Current Criminal Reference Check
- Valid drivers licence

Wages and Incentives:

- Wage Range: \$28.16 - \$32.38 per hour (Living Wage employer in Bruce Grey)
- 35 hours per week. Work schedule to be determined based on organizational needs
- Employee Benefit Package

Interested applicants are invited to submit a cover letter and resume in person to Beaver Valley Outreach with the subject line: Community Support & Volunteer Engagement Coordinator or by email to: admin@bvo.ca Please contact Catherine Sholtz at 519-599-2577 ext. 122 for further information.

BVO is an Equal Opportunity Employer that is committed to an inclusive and barrier-free workplace. If you require accommodation during the recruitment process, please advise.

We thank everyone who applies, however, only those selected will be contacted for an interview.