



VICTORIA SINGLE PARENT
RESOURCE CENTRE

Providing practical support, opportunities for growth and a sense of hope.

EMPLOYMENT POSTING

Community Relations Director and Volunteer Coordinator

1Up Victoria Single Parent Resource Centre Society

Posting Date: October 20th 2017

Start Date: Immediately

Duration: Permanent Full-time Position

Hours of Work: 35 hrs/week: Mon/Tue/Thu/Fri 8:30-4 pm; Wed 11:30-7pm; some evening & weekend work

The ideal candidate: 1Up is seeking a dynamic, motivated individual who can inspire and provide leadership to our dedicated group of volunteers, engage creatively and effectively with community, stakeholder groups, donors and sponsors to promote our services, and contribute to the development and delivery of fundraising strategies and activities to meet the aims and needs of 1Up.

Who We Are: 1Up is a small, thriving not for profit organization providing practical support and opportunities for growth to single parents and their children. 1Up delivers essential services to our member families using a strength-based approach that creates the foundation for personal and community growth in a welcoming and non-judgmental environment.

Job Summary: This position encompasses two roles within the organization, namely Director, Community Relations and Volunteer Coordinator. Under the direction of the Executive Director, the incumbent will:

1. Recruit, train and supervise volunteers to ensure that 1Up's internal (Peer Helper, intake, front desk, bread/clothing/book/toy room volunteers) and external (Community Relations Team) requirements for well-trained volunteers are met using a non-judgmental, strength-based approach.
2. Liaise with community partners including other non-profit agencies, donors, sponsors, and third-parties; organize events, provide donor stewardship, and support community relations and related fundraising activities as needed.
3. Develop and maintain a communications strategy including website, social media, print materials and e-news to deliver community awareness and promote 1Up programs, services and needs.
4. In conjunction with the team of staff and volunteers provide direct member support through participation in Centre activities, reception area tasks and other related duties as required.



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Qualifications & Experience:

- Post-secondary education related to some/all of the following areas is required: Marketing & Communications, Fundraising, Adult Education and Volunteer Management.
- Excellent writing, presentation, and communication skills are required.
- Experience in developing and delivering a communications strategy and plan.
- Proven group facilitation and training skills.
- A minimum of 2 years' supervisory experience with volunteers or equivalent.
- Strong computer skills, and experience with a variety of software applications.
- Understanding of the needs of single parent families and relevant community resources.
- Use of vehicle and completion of a criminal record check is required.

Salary & Benefits: The starting wage rate range is \$20.00 - \$21.00. Eligibility for 1Up's comprehensive Group Benefits plan following successful probationary period.

Submission: Closing date for submissions is Monday, November 6th, 2017. Please submit letter of application and current resume attention: Personnel Committee, 1Up Victoria Single Parent Resource Centre, 602 Gorge Road East, Victoria, BC V8T 2W6 or by email to: info@1-up.ca
Only short-listed applicants will be contacted.