**Multifaith Housing Initiative**

**Manager of Volunteers**

**Statement of Qualifications**

**Introduction**

Multifaith Housing Initiative is a volunteer led organization with a membership of about 40 faith communities including Christian, Jewish, Muslim, Hindu and Unitarian. Together we help people who are homeless or at risk for homelessness by providing and promoting well maintained affordable housing in a safe, neighbourly environment. MHI owns 41 units and houses about 90 people including about thirty children.

In large measure MHI's success can be attributed to the direct and indirect contributions of volunteers and “champions” of our work in our member faith communities. We rely heavily on the contributions of approximately 40 core volunteers who are active in everything from building our membership support through awareness and fundraising activities, to the development of MHI as a solid and growing provider of affordable housing. In addition, MHI relies on the support of approximately 30 task volunteers who assist with specific needs from time to time, individual volunteers, including business people, who act as a resource with regard to the development and management of our properties, and volunteer teams from the broader community who sometimes assist with particular tasks.

MHI is seeking an individual to assist us in developing and embedding in MHI management practices, a long-term volunteer strategy that is manageable by current staff, and that will include both a plan for succession and a plan for capacity building to support MHI’s growth as a housing provider. The goal of the Volunteer Advisor will be to ensure effective, ongoing volunteer engagement and satisfaction.

**Qualifications:**

**Education**:

* University degree in a related field (e.g. Communications, Human Resources, Project Management, Public Affairs, Political Science, etc. ) and/or equivalent years of related experience.

**Experience:**

* Minimum two years experience in a comparable position
* In depth experience working in a volunteer led organization
* Experience in primary data gathering and analysis, inclusive of developing and conducting surveys, and leading focus groups.
* Experience in policy and program development.
* Experience in recruiting and training volunteers.
* Other relevant experience will also be considered.

**Knowledge**

* Knowledge of non-profit sector.
* Knowledge of team building principles and human resource management principles.

**Abilities**

* Ability to communicate well both verbally and in writing with different audiences
* Ability to generate strategic plans, and best practices policies
* Ability to motivate and support the work of the volunteers
* Ability to use office software.
* Ability to work flexible hours. Some evening work required.

**Personal suitability**

* Is committed to MHI’s mission and its multifaith values (social justice, equality, inclusiveness).
* Is comfortable working in an interfaith and multicultural environment
* Is able to handle numerous tasks and projects, and competing pressures and deadlines with poise.
* Self-motivated: ability to work independently and take the initiative

**Additional desirable assets**

* Bilingualism – knowledge of French and/or other language.
* Some knowledge of affordable housing issues, especially in the Ottawa region.

**Terms and Conditions**

The position is $28,800 per year for 20 hours per week,

**Please submit your cover letter and resume to Suzanne Le, Executive Director at mhi.suzanne.le@gmail.com by 5pm Friday May 3, 2013**