

## **Volunteer & Events Coordinator (VEC)**

### **Ottawa Innercity Ministries**

Ottawa Innercity Ministries (OIM) is an interdenominational, non-profit, Christian charitable organization committed to building partnerships, training and mobilizing volunteers to help those who are disadvantaged and homeless. Our goal is to meet the spiritual, emotional, social, vocational and physical needs of our street community, and to address the causes of poverty and homelessness with justice and compassion in downtown Ottawa.

### **Position Summary (FT):**

Reporting directly to the Managing Director, the Volunteer & Events Coordinator (VEC) is responsible for the recruitment and retention of volunteers; for organizing program and service delivery in cooperation with volunteers; organizing social events and other initiatives involving volunteers; for maintaining communication with volunteers, the street community and the organization; and to ensure the best possible match between organizational needs and volunteer capabilities.

He/she will also be involved in the design, creation and delivery of special events, including fundraisers. Special events include volunteer socials, donor appreciation events, an annual Fundraiser Luncheon for the business community and other events that promote OIM's mission to the churches, businesses and general community. Familiarity with facebook is a must, and social media in general, is an asset.

**Salary Range:** \$32,000 – \$38,000 annually

**Start Date:** As soon as possible.

### **Volunteer Coordination Duties:**

Recruit, enlist, engage and oversee volunteers in order to serve the poor and homeless in downtown Ottawa.

Follow up with prospective volunteers; distribute, process, and ensure the completion of the volunteer application form; interview volunteers.

Facilitate/provide on-going training/development for volunteers to empower them to provide relief provisions, crisis intervention and referrals.

Provide leadership and facilitation of Urban Intervention Training for volunteers, including the development of tools and curricula for use and publication by OIM.

Provide care, nurture, and encouragement of volunteers at our day programs and street outreach services through personal interaction in a Christ-like manner.

Facilitate team building which may include, but is not be limited to, follow up of absentee volunteers, methods of recognition, volunteer socials, etc.

Meet regularly with the outreach teams (on a rotational basis) to provide prayer, encouragement, direction and support.

Maintain regular communication and correspondence with volunteers in person, by phone, by email, and through the OIM Volunteer Facebook Group.

Representing OIM at evening or weekend events such as Volunteer Socials and Innerscity Café (e.g. 6-8x annually).

Develop and/or facilitate advanced volunteer training 2x annually for those who have graduated from OIM's Urban Intervention Training. Past trainings have included such topics as Trauma-Informed Care, Addictions Services, and Strength-Based Approach.

### **Events Coordination Duties:**

Facilitate street awareness sessions; discover, develop and implement innovative ways to engage church and community groups with OIM.

Coordinate special events, including OIM's Annual Luncheon Fundraiser, volunteer socials, donor appreciation and others that will develop brand recognition, raise funds for the organization, and build support from the community for OIM programs.

Generate awareness of OIM's programs to potential volunteers, sponsors, and the local church through multiple sources of communication including OIM's quarterly newsletter, the OIM website, and social media.

Represent OIM at churches and community groups (as needed), share the ministry of OIM to the Christian community, and recruit church volunteers from within this sector.

### **Administrative Duties:**

Provide on-going, accurate and pro-active communication within the OIM network of volunteers, including the OIM Volunteer Facebook Group.

Maintain a filing system for the various functions of the position

Provide information for reports indicating the effectiveness and efficiency of ministry in accordance with the strategic plan.

Attend various meetings within the community as required.

Participate in approved training courses.

Liaise with community stakeholders, donors and supporters.

Pray and share scriptures with OIM staff, volunteers and street friends when appropriate.

**Other Related Duties:**

Donation pickups and/or transportation of goods (access to vehicle an asset).

Other duties as required

\*\*An evaluation will take place three months after the start date.

**Statement of Qualifications:**

**Education**

Graduation with a degree from a recognized university, with acceptable specialization in pastoral theology OR humanities, or an acceptable combination of education, training and/or experience.

**Knowledge**

Knowledge of Ottawa Street Culture  
Knowledge of OIM vision, mission, programs and services

**Skills**

Ability to train, motivate and encourage  
Ability to provide pastoral care  
Capable of leading individuals to a personal relationship with Jesus Christ  
Excellent verbal and written communication  
Administration  
Attention to detail  
Conflict Resolution  
Computer literacy: MS word, PowerPoint, Excel and Access.  
Bilingualism an asset

**Competencies/ Abilities**

Planning and organizational skills  
Human resources management  
Team building  
Service orientation  
Ability to work with minimal supervision  
Ability to move boxes up to fifty pounds

**Experience**

Street Outreach, working with the homeless  
Human resource scheduling, recruiting, retention, training, development, evaluation and mobilization of people

**Personal Suitability**

Compassion

Leadership

Flexibility

Initiative

Dependability

Good Judgment

Ability to maintain positive interpersonal relationships

The VEC will be a committed Christian, with values that will reflect the standards of the Word of God in theory and practice, according to the organization's constitution and statement of faith.

**Please send a resume and cover letter by email to:**

Jelica Zdero

Managing Director

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