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## Associate, Corporate Citizenship

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Job Location: Flexible/remote with some in-person time

Type of Position: 1 year term position, with possibility of extension. Part-time, up to 65 hours/month.

Compensation: \$35-\$50 per hour, depending on skills and experience

Position Reports to: Director, Corporate Citizenship

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### **Volunteer Canada's Mission:**

To provide national leadership and expertise on volunteer engagement to enhance the participation, quality, and diversity of volunteer experiences to build strong and connected communities

This is an exciting opportunity for a leader in Corporate Social Responsibility (CSR) to contribute to the learning and development of business professionals in the field. Volunteer Canada's Corporate Citizenship department builds the capacity of companies and other employers to learn the skills and best practices that create value for communities, employees, and the business through Corporate Community Engagement (including volunteering, giving, learning and other civic participation activities). Supporting the Director, Corporate Citizenship, this experienced leader will support the capacity building agenda for CSR/ ESG professionals including: the learning and development activities of the Corporate Community Engagement Council (CCEC) peer community of practice, co-leading this program with the Director; the design and management of key learning events; contributions towards the creation of new learning and development opportunities for business, and; contributions to corporate consulting projects.

### **Key Responsibilities**

- Design, plan, manage, and facilitate in-person and virtual meetings, webinars and other learning, development and networking experiences for the Corporate Community Engagement Council (CCEC).
- Plan and facilitate Corporate Citizenship learning webinar series to advance the work of corporate CSR and HR professionals.
- Provide corporate citizenship and volunteer engagement/ civic participation expertise to consulting projects for corporate clients.
- Conduct research and contribute design ideas to program and service innovations for companies.

- Build strong relationship with Council companies, and other businesses and employers  
Volunteer Canada supports.

### **Skills and Experience Required**

- Minimum 3 years senior leadership experience working in corporate social responsibility, community investment, or employee/ corporate community engagement.
- Proven experience in creating engaging learning and development tools, resources, and experiences.
- Proven ability to persuasively and confidently present to corporate and non-profit audiences, and facilitate insightful discussions.
- Awareness of the opportunities and challenges impacting charities and non-profit organizations generally, and their partnerships with companies.
- Experience in a position that involved management of corporate/ non-profit relations.
- Experience in volunteer management. Familiarity with volunteer management principles of screening, recruitment, supervision, and recognition.
- A network, relationship, and community builder with demonstrated ability to confidently engage with and influence a variety of stakeholders, anticipating their unique needs.
- Extraordinary English oral, written, presentation and interpersonal communications skills. Bilingual English/ French preferred.
- High attention to detail; ability to multitask in a demanding, fast-paced environment; excellent project management skills.
- Comfortable with ambiguity, leads with curiosity and operates with a growth mindset.

### **Application Process**

We can accommodate a flexible working schedule to meet the needs of working across all Canadian time zones. Some domestic travel may also be required.

Candidates with a diverse range of lived experience are particularly welcome to apply and self-identify in their application. **Please send your resume and cover letter to [corporatecitizenship@volunteer.ca](mailto:corporatecitizenship@volunteer.ca) by noon EDT on August 22, 2022 with “Associate, Corporate Citizenship” in the subject line.**