

**Volunteer Canada's Mission:**  
**We advance volunteerism to grow connection, community, and belonging.**

Join our team of passionate, community service champions who are fueled by advancing the volunteer movement in Canada! We see volunteering as a vital force for positive, social change and we're proud to be the sector's backbone organization providing leadership, expertise, standards of practice and resources for the public, private, and charitable sectors.

The Intergenerational Initiatives Manager is a full-time, permanent position, based remotely in Canada and plays an important role building a movement to advance volunteerism and civic participation among older adults and youth, strengthening the field of intergenerational engagement across the country. This position will bring an innovative and future-focused lens to building an intergenerational volunteerism ecosystem that re-imagines new models of volunteering and participation to better meet the needs of communities and individuals. We are looking for a strategic thinker and doer, who builds relationships with ease and is adept at leading systems change to join our dynamic team!

### **Key Responsibilities**

#### **Building Volunteer Infrastructure for Intergenerational Audiences**

- Build intermediary/backbone support infrastructure to increase the number of older adults and youth volunteering
- Lead the implementation of a knowledge and research strategy, including a landscape and gap analysis and the development of learning tools
- Support evaluative strategies to enable change, growth, learning, and innovation

#### **Engaging Diverse Networks**

- Co-lead (in partnership with others) learning activities and initiatives that support shared goals and objectives across our networks and partners including:
  - Developing and managing a Community of Practice
  - Developing and managing a coaching or mentorship program
  - Developing innovative and creative ways to build mutually beneficial partnerships
  - Representing Volunteer Canada in related networks and forums
- Build partnerships that are reflective of Volunteer Canada's JAIDE (Justice, Access, Inclusion, Diversity and Equity) work

#### **Administration & Organizational Development**

- Participate in staff team meetings and planning sessions
- Manage and support teams, partners and networks
- Attend and/or present at events and meetings on behalf of Volunteer Canada
- Participate in budgeting to ensure effective and compliant use of funds
- Support effective funder relationships, including proposal development contribution, and project oversight, implementation, evaluation, and ongoing reporting/communication

## Intergenerational Initiatives Manager

### Full-time Permanent



#### Skills and Experience

- Program management experience and knowledge of not-for-profit sector operations
- Knowledge of the experiences, opportunities and challenges affecting intergenerational volunteerism and older adults
- Demonstrated ability to build and implement programs from scratch
- Managing multiple funding agreements and deliverables
- Experience in creating learning & development tools, resources and experiences
- Excellent English communication, presentation, analysis and writing skills
- Budget planning and financial management acumen
- Excellent interpersonal and relationship-building skills
- Demonstrated qualities of flexibility, resourcefulness, creativity, innovation
- Bilingualism (English and French) preferred but not required

#### Compensation and Benefits

This is a full-time permanent position (35 hours/week) based remotely in Canada with the following benefits:

- Salary range of \$68,000 to \$92,000 CAD
- A competitive benefit package and health plan
- RRSP contributions
- Paid time off with 4 weeks of vacation
- ½ day Fridays
- ½ day/month volunteer time, sick and personal leave
- Professional development opportunities
- A flexible, hybrid work environment

#### Application Process

We welcome applications from a diverse range of candidates who are legally able to work in Canada and can accommodate a flexible working schedule to meet the needs of working across all Canadian time zones. There's potential that this position may require some evening, weekend, and/or overtime hours. Some domestic travel will also be required.

Candidates with a diverse range of lived experiences are particularly welcome to apply and self-identify in their application.

Applications are being accepted until **April 5, 2025**.

If you are interested in applying, please complete the [Volunteer Canada Job Application](#).

Volunteer Canada provides accommodation during all parts of the hiring process, upon request, to applicants with stated needs. If contacted to proceed to the selection process, please advise us if you require any accommodation.

**We appreciate all applications, but only candidates selected for an interview will be contacted.**

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### **About Volunteer Canada**

Volunteer Canada's Mission is to advance volunteerism to grow connection, community and belonging. Since 1977, Volunteer Canada has acted as the national voice and leadership body for volunteerism. A registered charity with over 1,100 organizational members, Volunteer Canada works with a diversity of corporate, charity, nonprofit, and education partners nationwide to strengthen the quality, quantity, and accessibility of volunteering. We are the sector's backbone organization providing leadership, expertise, standards of practice and resources for the public, private, and charitable sectors.