

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 Volunteer Engagement Specialist is a full-time contract position (renewable based on continued funding), based remotely in Canada, and plays an important role building and delivering key learning, practice and knowledge initiatives that strengthen Canada's volunteering infrastructure. Reporting to the Manager, Membership & Engagement, this position is the subject matter expert on volunteer engagement capable of building training modules, facilitating learning, and developing resources for diverse stakeholder groups that address key gaps in volunteer infrastructure across the sector. We are looking for an entrepreneurial, collaborative, bilingual person with a passion for disseminating data into practical application to join our dynamic team!

Key Responsibilities

Design and creation of learning products

- Develops and revises tools, learning resources and other knowledge products that strengthen volunteering and other forms of civic engagement
- Translates research reports into easily digestible and usable knowledge products/resources
- Develops and hosts learning webinars and asynchronous learning modules

Stakeholder relations & engagement

- Responds to member queries in timely fashion, providing guidance and support
- Supports the development, growth and implementation of specific communities of practice within our networks
- Coordinates the Speakers Bureau by promoting, tracking and responding to requests for speaking and training
- Fosters positive relationships with stakeholders, and provides excellent ambassadorship while attending events on Volunteer Canada's behalf
- Sets up systems, standards of practice, and protocols to create efficiency and better knowledge sharing within the organization and across our networks

Enhancement and implementation of volunteer engagement consulting services

- Produces clear and compelling blogs, articles, web copy, reports, and webinars as required
- Works across all key functional areas in the organization to generate and disseminate developed learning resources/products
- Facilitates and coordinates consulting initiatives, providing volunteer engagement expertise, engaging external subject matter experts as needed, and ensuring effective project management
- Writes and/or edits final consulting reports, as needed
- Maintains database of subject matter expert associates

Volunteer Engagement Specialist

Full-time Contract



- Marketing and promotion of consulting services
- Tracking, evaluation, and improvement of consulting services

Administration

- Coordinates service providers to ensure delivery of results
- Participates in team meetings and staff events
- Understanding of budget practices and reporting on forecasted projects
- Provides relevant content for funding proposals as needed

Skills and Experience

- Preference for Bilingual – English and French
- Preference for Certified Volunteer Administrator (CVA) designation or extensive experience in volunteer engagement in the non-profit sector
- Expertise building and implementing project management plans that are right-sized and meet emerging internal and external needs
- Understanding of research and data analysis and experience producing learning materials, toolkits, and reports to support volunteer engagement
- Excellent oral, written, presentation and interpersonal communications skills
- Strong interpersonal and relationship-building skills
- High attention to detail and ability to manage multiple priorities
- Ability to work independently and in a team environment
- Comfortable using Microsoft Team and other remote-first technologies

Compensation and Benefits

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

- Salary range of \$51,000 to \$69,000 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.

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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.

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.