



Come work for Volunteer Calgary!

Application Deadline: ongoing

Who Are We: Volunteer Calgary has played a key role in the development of volunteerism in Calgary for over 50 years. Its mission is to engage more people, more effectively, to volunteer in the community. Through its services and programs, it has enhanced the ability of more than 450 non-profit member organizations to manage volunteers and has linked thousands of Calgarians with unique volunteer opportunities. Volunteer Calgary is built upon: promoting the value of volunteering, connecting people to volunteer opportunities, strengthening the ability of the non-profit sector, groups and individuals to support volunteers; and providing leadership on issues relating to volunteerism.

Job Description: Volunteer Calgary is looking to grow and has a variety of exciting new staff, volunteer and contractor positions available. Opportunities are available at all levels. If you have

- a passion for the non-profit sector and volunteerism
- a background that includes managing volunteers over many years and in different contexts
- a desire to put your skills and experience to work for an organization that is a leader in the non-profit sector.

Then we want to hear from you!

Ideal Qualifications and Attributes:

- Previous experience, training or knowledge related to the non-profit sector and/or volunteerism
- Experience in program development
- Experience in management and leadership
- Strong organization and planning skills
- Ability to multi-task and prioritize
- Superior communication and customer service skills
- Professional manner in dealing with sensitive/urgent matters
- Flexible and open attitude
- Strong problem-solving skills
- Outgoing personality
- Computer proficiency
- Available to work flexible hours (occasional evening or weekends)



Volunteer Calgary offers a dynamic and professional work environment with a commitment to leadership development throughout the organization. We offer a competitive compensation package to attract the quality people we need to remain leaders in the sector.

Volunteer Calgary is committed to building a skilled, diverse workforce as well as an inclusive, barrier-free selection process and work environment. If contacted in relation to a job opportunity, please advise us in a timely fashion of the accommodation measures which must be taken to enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Please send resume to:

Volunteer Calgary
Suite 1170, 1202 Centre St SE
Calgary, AB T2G 5A5

Email: work@volunteercalgary.ab.ca
Website: www.volunteercalgary.ab.ca

Thank you for your interest in this position. Those candidates selected for an interview will be contacted promptly.

