

## JOB DESCRIPTION

**Title: Volunteer and Community Engagement Specialist**

Hours of Work: Monday to Friday, 37.5 hours per week, Permanent Full-time

Compensation: \$56,000 - \$59,500 annually

Paid time off between Christmas and New Year's Day, Day off on birthdays, contribution towards training/wellness

Probationary period: 4 Months

**Society Profile:**

Seniors Services Society of BC is a community-based non-profit charity located in New Westminister, B.C. We support older adults (60+) who are homeless or at risk of homelessness with housing and system navigation services. In addition, we provide non-medical practical support for older adults (60+) in New Westminister to promote independent living and offer Housing Navigation training to support individuals and agencies assisting seniors provincially.

**Position Summary:**

The Volunteer and Community Engagement Specialist, reporting to the Manager, Support Services, with a liaison relationship with the Strategic Communications and Development Officer during the planning of events, and will cultivate and strengthen relationships with volunteers, donors, and community partners to support the organization's mission. This role bridges the gap between organization and the broader community, driving involvement, and collaborative initiatives.

**Job Details and Compensation:**

This is a full-time position – 37.5 hours per week, with the core working hours of Monday to Friday, 8:30am - 4:30pm, some evenings and weekends as needed.

Salary will depend on the applicant's qualifications, experiences, and skillset.

Range of pay: \$56,000 - \$59,500 annually based on experience and skillsets.

Paid time off between Christmas and New Year, Day off on birthdays after successful completion of the probationary period and contribution towards training/wellness.

**Key Responsibilities:****Volunteer and Community Engagement**

- Attend community events/fairs to showcase SSSBC's programs & services and engage with potential volunteers.
- Identify new collaboration opportunities to increase visibility and impact.
- Recruit, train, and retain a diverse volunteer base.
- Build and maintain partnerships with schools, nonprofits, local businesses, and civic groups.

## **JOB DESCRIPTION**

- Plan and manage volunteer events and recognition activities.
- Play a key role in planning and executing the Society's Fundraising events in conjunction with the Strategic Communication & Development Officer

### **Donor Relations**

- Provide assistance to the Strategic Communication & Development Officer in donor outreach and stewardship efforts.
- In conjunction with the Strategic Communication & Development Officer, provide assistance to donor communications, appreciation campaigns, and impact updates.

### **Administration**

- Maintain and manage up-to-date volunteer records and schedules.
- Maintain and manage volunteer related data tracking and outcome reports for internal/external uses
- Create reports on engagement metrics and outcomes. Collaborate with the communications team to highlight community stories and successes.
- Support fundraising campaigns, events, and grant-writing initiatives.

Other duties assigned based on the operational needs.

### **Qualifications & Requirements**

- Passion for the mission and values of the organization.
- Strong interpersonal and relationship-building skills.
- Excellent communication and organizational abilities.
- Experience with volunteer management, fundraising, or community outreach.
- Familiarity with CRM tools (e.g., Salesforce, Bloomerang, etc.) is a plus. Proficiency in the MS Office family of software is required.
- Experience working with non-profit organizations is a definite asset
- Class 5 BC Driver's license with access to a reliable vehicle
- Criminal Record Check clearance with working with the vulnerable sector ( i.e., seniors)

**How to Apply:** Please submit your cover letter and resume via e-mail or fax only. **No phone calls please.** We thank for all applicants; however, only qualified applicants will be contacted for interviews. Open until filled.

### **Contact:**

Linda Geldenhuys, Senior Manager, Administration and Support

[lindag@sssbcc.ca](mailto:lindag@sssbcc.ca)

Fax: 604-520-1798

Website: <https://www.seniorsservicessociety.ca/>