



Assistant to the Coordinator, LIVE Volunteer Resource Centre, Concordia University

Position available from August 2016 to June 2017, 30 hours/wk at 19\$/hour

Job description

Under the supervision of the LIVE Centre Coordinator, the Assistant is responsible for carrying out a variety of outreach and administrative duties in addition to working in an advisory/coaching capacity with students who drop in to the LIVE Volunteer Resource Centre at Concordia University.

Position details

- 30 hours a week starting in August 2016 (starting as soon as possible, date to be confirmed based on the candidate's availability)
- 19\$/hour
- Possibility of renewal

Responsibilities:

- Ensure a friendly, welcoming presence in the LIVE Centre. Engage with students and facilitate a discussion based on their needs, interests and goals. Advise on available opportunities and next steps to support them in connecting with appropriate volunteer opportunities. Refer to other university resources as appropriate.
- Help set up and maintain a database of volunteer opportunities. Outreach to community organizations to update and develop resources available in the Resource Centre.
- Represent the LIVE Centre on campus at different events, outreach and tabling opportunities.
- Monitor the Centre's email, responding to inquiries from students and community organizations in a timely manner.
- Assist with the organization of special events (Volunteer Fair, Volunteer Awards, group volunteering, etc.).
- Assist in updating the Centre's website and social media accounts.
- Co-facilitate workshops, lead group activities.
- Implement various other projects as they arise.

Qualifications:

- Demonstrate previous engagement in volunteerism and knowledge of the community sector.
- Have excellent communication skills (verbally and in writing), in English and French.
- Have excellent listening, interpersonal and networking skills.
- Be self-motivated, creative and flexible, with demonstrated initiative.
- Ability to work with students from diverse backgrounds.
- Experience doing outreach and working with the public.
- Assets:
 - Experience managing volunteers
 - Knowledge of university resources and student services
 - Facilitation skills
 - Database management skills
 - Social media experience

To apply:

Please send your CV and cover letter by email to v.millette@concordia.ca as soon as possible and no later than midnight on **Monday August 8^h 2016**.

Note: While we sincerely appreciate every show of interest, only candidates considered for an interview will be contacted.