

Pembina Active Living (55+) Volunteer/Program Coordinator Search

The Opportunity: As Pembina Active Living (55+) prepares to move into its new home, we are seeking a friendly, welcoming, and self-motivated Volunteer/Program Coordinator to join us as we grow and set new goals to build a diverse ethno-cultural and inclusive community through outreach and programming. Reporting to the Executive Director (ED), the Volunteer/Program Coordinator will be responsible for ensuring volunteers are provided with a well-structured volunteer program and will provide support to the Executive Director in the planning and implementation of new and existing programs.

The Organization: Pembina Active Living (55+) is a non-profit, charitable organization whose mission is to enhance the quality of life for older adults in South Winnipeg. We are a home away from home where older adults can experience a sense of community, inclusion, and well-being through participation in leadership, innovative programming, active living, and leisure pursuits. Find us at www.pal55plus.ca.

Qualifications and Requirements

- Bachelor's Degree or equivalent, in one or more of the following, Recreation Management, Community Development, or Volunteer Management
- Strong communication, interpersonal and teamwork skills and must be able to work with diverse groups
- Proficiency in the use of information technology e.g., MS Office/Google Suite, financial and customer management software, and virtual and social media communication

Application Details

Job type: Permanent, Part-time (0.6 FTE)

Hours of work: Tuesday to Thursday from 8:30 am to 4:00 pm

Salary: Commensurate with education and experience; state desired salary

Benefits: Free on-site parking; paid vacation; casual business attire

Location: Whyte Ridge Community Centre, Winnipeg

Posting Date: July 2, 2021

Closing Date: July 16, 2021, at Noon

Expected Start Date: Immediate

Please submit Cover Letter, Resume, salary expectations, and three References to:

office@pal55plus.com and include **Volunteer/Program Coordinator Search** in the subject line