

## **VOLUNTEER AND SELECTIONS OFFICER (Full-Time Permanent)**

The Loran Scholars Foundation is looking for a Volunteer and Selections Officer to join our team. We are a national charity, working in partnership with Canadian universities and hundreds of donors and volunteers across the country to offer Canada's top undergraduate award recognizing character, service and leadership potential. We challenge Loran Scholars and alumni to be socially responsible, entrepreneurial and community-focused leaders who will positively impact society. Learn more at [www.loranscholar.ca](http://www.loranscholar.ca).

Location: Remote from anywhere in Canada, with some travel to Toronto and other destinations within Canada.

### **Who are you?**

You are an enthusiastic, innovative and self-starting individual who is passionate about youth leadership, education and community engagement, and are looking for an exciting opportunity to gain valuable experience as part of a small and dynamic team. You are engaged in your community, and giving back is important to you. You are extremely organized, love logistics and problem-solving, and have a special talent for forging relationships and building community. You are always exploring creative new ways to improve processes and create impact.

### **What will you do?**

As part of a small team responsible for supporting the volunteer needs of the organization, as well as the execution of the annual Loran Award selection process, your key responsibilities will be focused on the development of a volunteer recruitment and engagement strategy for the organization, and supporting the logistics and execution of the application and selections cycle.

Reporting to the Director, Alumni & External Relations, you will:

#### **Volunteer Coordination**

- Work with department leads to identify volunteer needs.
- Develop a volunteer stewardship and engagement program, including the planning and execution of volunteer appreciation events, national volunteer week initiatives, and formal volunteer acknowledgements to establish a strong rapport with volunteers and acknowledge their impact in our community.
- Actively recruit volunteers to meet organizational needs; ensure appropriate volunteer screening using methodologies such as interviews and reference checks. Select and suitably place all volunteers within the organization.
- Work with the Manager, Selections to coordinate the selections volunteer registration process, development of training materials, and execution of training events.
- Review, develop, implement, and revise documentation, policies and procedures for the volunteer program on a regular basis, remaining up to date on best practices.
- Maintain accurate statistics and records regarding all aspects of the volunteer program, and provide reports as needed to indicate impact of the program.
- Evaluate the program against measurable goals and objectives, including volunteer recruitment, satisfaction, making timely program enhancements as needed. Provide various avenues for volunteers to provide feedback about their experiences.

#### **Selections Support**

In collaboration with the Selections team:

- Support testing and troubleshooting of the application portal, and any related administration.
- Coordinate the scheduling of selections related events.

- Support the annual award processing and tracking, including contracting, certificate creation, ceremony support and reporting.
- Support applicant and stakeholder inquiries during the application and selections process.
- Participate in the execution of selections related events, as required.
- Support 3<sup>rd</sup> party scholarship processes.

### **General Support**

- Timely and accurate updating of data in internal systems.
- Other tasks as required.

### **What do you need to succeed?**

- Fluency in English and French, and excellent written and verbal communication skills.
- High-level customer service skills and the ability to work under pressure.
- Event management experience and higher than average organizational skills and attention to detail.
- Proficiency with Google Suite, Salesforce, Airtable, and Alchemer (formerly SurveyGizmo), or an aptitude for learning new applications quickly.
- Strong data administration skills, including methods of collection, tracking and sourcing
- An ability to engage with a wide cross-section of Canadian society.
- Comfort working under tight timelines and periodic busy seasons, with some evening and weekend work required.
- The desire to contribute to a culture of excellence.

### **What's nice to have?**

- Experience in the non-profit and/or education sector.
- A commitment to working with young Canadian leaders to foster community engagement and a high level of enthusiasm for youth leadership development.

### **Why are you applying?**

- You value the ability to make a positive difference in the lives of young Canadians and in the future of our country alongside a network of exceptional individuals across Canada and internationally who value character, service and leadership.
- You are eager to contribute to a dynamic, collaborative, progressive, and high-performing team.
- You are seeking a culture of continuous professional development, learning and growth.
- You thrive when doing fun and challenging work.

### **Compensation**

Salary: \$60,000 per year, plus enrolment in a retirement savings plan after three months

Vacation: Three-weeks paid vacation plus a two-week holiday office closure.

Benefits: Extended health and dental benefits after three months.

### **Key Dates**

Closing Date: Resumes will be considered, and interviews will take place, as they are received

Start Date: June 1, 2023 (flexible)

### **How to Apply**

Please forward your résumé and cover letter in one Word or PDF file to Lily Manea, Director of Operations, at [lily.manea@loranscholar.ca](mailto:lily.manea@loranscholar.ca).

The Loran Scholars Foundation is committed to diversity and inclusion in the workplace and welcomes applications from all qualified candidates, particularly from Indigenous and other historically marginalized communities; however, only those selected for an interview will be contacted. If you require accommodation in the interview process, please communicate that if contacted.