**Job Title: Social Services Volunteer Coordinator**

**Company: Autism Canada**

**Location: Remote**

**About Us**

For over 47 years Autism Canada has had a national perspective on the issues currently facing those with ASD, their families and other stakeholders, led and governed by Autistic individuals. We pride ourselves on our commitment to supporting the Autistic community and driving change to make Canada a better place to call home. Our team consists of talented individuals who are passionate about our work, in a fully inclusive, neurodivergent workplace.

**Job Description**

The Social Services Volunteer Coordinator will support Autism Canada’s mission by enhancing and streamlining the organization’s volunteer program. This role offers an exciting opportunity to gain hands-on experience in volunteer management, event coordination, and nonprofit operations, all while contributing to a meaningful cause.

**Key Responsibilities:**

**Volunteer Recruitment:**
• Develop and implement outreach strategies to attract new volunteers, including building partnerships with schools, businesses, and community organizations.
• Write and post engaging volunteer opportunity listings across various platforms, including social media, community boards, and Autism Canada’s website.
• Represent Autism Canada at community events to promote volunteer opportunities and strengthen relationships.

**Volunteer Database Management:**
• Maintain up-to-date records of volunteer contact details, schedules, and engagement history.
• Generate reports to track volunteer participation and identify engagement trends to inform program improvements.

**Volunteer Events and Training:**
• Assist in the planning and execution of volunteer appreciation events, including logistics, communications, and event coordination.
• Support the delivery of orientation and training sessions for new and existing volunteers.
• Help develop and maintain accessible training manuals, handouts, and digital resources to improve volunteer preparedness and satisfaction.

**Administrative Support:**
• Provide daily support to the Volunteer Program Manager, including responding to volunteer inquiries and coordinating schedules.
• Contribute to the evaluation of volunteer feedback to inform future program enhancements.
• Assist in managing volunteer assignments to ensure a meaningful and organized experience for all involved.

**Ideal Candidate:**

**Skills and Qualifications:**
• Strong organizational and time management skills with the ability to manage multiple tasks effectively.
• Excellent written and verbal communication skills for engaging with diverse volunteer audiences.
• Detail-oriented and accurate in maintaining records and developing materials.
• Proficiency with basic office software (e.g., Microsoft Office, Google Workspace); willingness to learn volunteer management platforms.

**Experience and Attributes:**
• Experience in volunteer coordination, event planning, or nonprofit work is an asset but not required.
• Enthusiastic about community engagement and volunteerism.
• Adaptable, collaborative, and solution-oriented, with a positive and proactive attitude.

**Benefits:**
This position provides an opportunity to gain practical experience in volunteer management and nonprofit operations. The Social Services Volunteer Coordinator will develop valuable administrative, planning, and communication skills while supporting Autism Canada’s commitment to building a strong and engaged volunteer community.

**Work Conditions**

Work is conducted virtually using a computer and/or laptop and phone.

**Work hours**: 35 hours per week (for a total of 8 weeks from the hiring date)

**Salary**: $19/hr

**How to Apply:**

If you are a passionate and driven individual, with looking to make an impact, we'd love to hear from you! Please submit your resume and a cover letter outlining your qualifications and why you're interested in joining Autism Canada to apply@autismcanada.org. Please note, only applicants selected for an interview will be contacted.

*Autism Canada is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*