



Position Title and Grade: Project & Volunteer Manager, Full-time, Permanent

Reports to: Director of Operations

Hours & Pay rate: \$26.53 - \$28.99 per hour, 35 hours per week.

Benefits package: Extended Health benefits package available after 3 months.

3% matching group RSP available after one year.

Position Location: 2055 Rosser Ave. Burnaby, BC, V5H 0B

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency located in Burnaby, BC and dedicated to addressing identified community needs through a variety of programs and services.

Overview of Functions of the Position:

The Project & Volunteer Manager works within the BNH staff team to support projects, programs, volunteers, community members, and organizational administration.

Duties and Responsibilities:

- Manage projects for marketing and resources materials and guides for major publications as required
- Managing projects and ongoing registrations ie Camping Bureau, Recreational Credits, Burnaby Christmas Bureau, Coldest Night of the Year
- Overall responsibility of the planning and execution of operations for the Christmas Bureau
- Responsible for volunteers and schedules throughout the Christmas Bureau project
- Responsible to maintain confidential information and Financial Management
- Managing staff and co-op students on various projects and publications as required
- Organize and maintain detailed records, and meet deadlines
- Responsible for recruitment strategies of new volunteers
- Manage and responsible for central intake of volunteers; i.e. screening, interviewing, criminal record checks, documentation management and identification of strengths for placement
- Oversee general orientation and training of new volunteers
- Management of volunteer records; i.e. application forms, references, checks, stats. data bases
- Provide support and be a resource to other staff who are working with volunteers
- Manage existing external relationships and build strong partnerships within the Burnaby Community
- Administrative Support: general administrative tasks to support operations



Direct Reports: Yes

Qualifications:

- Degree or diploma and/or accreditation in business administration/accounting/ Human Resources or equivalent work/education experience
- Volunteer recruitment and/or community development experience
- Project Management designation and/or relevant experience
- Proven experience leading teams and volunteers through project planning and execution
- Working knowledge of organizational policies, and procedures
- Excellent oral and written communication skills to facilitate positive interactions with all levels of the organization
- Excellent public speaking and presentation skills
- High proficiency with Microsoft Office Applications including: Word, Excel, Outlook, OneDrive, Forms, and SharePoint

In addition to bringing a commitment to Burnaby Neighbourhood House vision and values, the candidate should possess the following competencies:

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you
- Leading Others • Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners
- Make an Intentional Impact – Advance the strength and cause of BNH

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply.
- Vaccines up to date

Hours of Work: 35 Hours per week

Accountability: This position reports to the Director of Operations

Hours & Pay rate: \$26.53– \$28.99 (dependant on experience)

Extended Health benefit package (after 3 months) 3% matching group RSP (after one year)

Deadline: April 5, 2024

Start Date: Negotiable

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

No phone calls please