

Friendly, Inventive Volunteer Coordinator
Part time / volunteer

The Volunteer Coordinator will:

- Conduct monthly volunteer meetings to discuss ongoing and future projects,
- Promote our volunteer opportunities,
- Manage intake and training of new volunteers, and
- Develop and maintain our volunteer appreciation program.

Candidates should:

- Be positive, friendly and creative,
- Have excellent communication skills, both written and oral,
- Be familiar with social networking,
- Have strong organization and project management skills, and
- Have their own personal computer with Windows XP or later software.

Time commitment: of approximately 10 hrs / month, with very flexible work hours.

For more information, call 613-757-3104. To apply for this position, please send your resume to COPKA, info@copka.ca.