

Position: Volunteer Coordinator/Executive Assistant

South East Edmonton Seniors Association is a busy activity centre for seniors in the S.E. area of Edmonton. Our Mission: SEESA provides programs and services that will help seniors maintain and enhance their quality of life.

SEESA is searching for an experienced, reliable and task-oriented Volunteer Coordinator/Executive Assistant. The successful candidate will work directly with the Executive Director and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks. The goal of the Volunteer Coordinator is to ensure that our organization is always staffed with the best and most reliable individuals and that they are placed in fulfilling and appropriate jobs as well as ensuring regular recognition and appreciation. Previous experience in working with seniors in the voluntary sector is a plus. This position is full-time (35hrs/week)

Volunteer Coordinator

- Volunteer Appreciation
 - Volunteer Week – April
 - Volunteer Appreciation Event – August
 - Set date, theme, menu
 - Advertise – newsletter and posters
 - Print tickets
 - Set RSVP process
 - Monthly draws
 - Printing and distributing entry forms
 - Drawing and notifying winner
 - Preparing gift certificate
 - Printing details about winner in newsletter and on bulletin board
- Volunteer Management
 - Database
 - My Seniors Center
 - Volunteer Opportunity Forms
 - Maintain and update as jobs change
 - Enter into MSC as received
 - Bi-annual Audit
 - Perform a full audit on every member currently marked as a volunteer, active or possible, to ensure that the correct jobs are still checked in the system.
 - Maintain record of which volunteers are the team leads for certain departments or do specific or niche jobs
 - Coordinating Kitchen Volunteers
 - With assistance of Kitchen Manager
 - Volunteer Recruitment
 - Volunteer Fair
 - Annual in cafeteria
 - Possibility of attending external events
 - Advertisement
 - Maintain bulletin board, updating theme and set up periodically
 - Advertise by poster, in the newsletter, and in the program guide
 - Volunteer Voice in the monthly newsletter

- Job descriptions
 - What, how much time is involved, and who the position reports to
- Volunteer Orientation for new volunteers and new to different positions.
- Manage special event volunteers
 - Ticket sales form
 - Attend committee meetings
 - Ensure there are sufficient volunteers for each event
 - Liaise with department heads to fill positions
- Prepare and distribute name tags
- Maintain volunteer handbook
- Expect to attend events, at least the beginning, to be able to get volunteers situated
- Reports and administrative
 - Calculate and tally volunteer hours (monthly/annually) for grant purposes
 - Complete a yearly survey of volunteer satisfaction as per FCSS requirements
- Criminal record check for outreach volunteers

Executive Assistant

- Most work decided upon as assigned
- SEESA this week
 - Coordinate and cover volunteer
- Minutes for staff meetings
- Manage office supplies and make orders as needed
- Assist with touring med students
- FYI Session Coordinator
 - Manage a dedicated volunteer
 - Brainstorm ideas for possible topics
 - Make contacts with internal or external reliable sources re each subject
 - Schedule each presentation
 - Input the details into the relevant program guide
 - Run monthly adds in the newsletter
 - Create monthly posters for event board
 - Create small posters for board near Edmonton Rm
 - Help presenters with technology in the Edmonton Rm
- Program Guide
 - Double checking details
 - Proof reading

Other related duties as assigned

SEESA is an equitable, diverse, and inclusive workforce. We welcome all applications. Internal candidate will be applying.

Job Posted December 19, 2018 – Closing date January 14, 2019. Please send cover letter and Resume to: Kimberly@seesa.ca

We thank all applicants for their interest; however only those individuals selected for an interview will be contacted.