



TITLE: Community Liaison Worker – Summer Student
REPORTS TO: Program Manager
STATUS: Temporary 8 Weeks – Full-Time (35 hours per week)
SALARY: \$15.85 per hour
LOCATION: Remote/work from home with occasional on-site events
START DATE: June 6, 2022 (flexible)

We are:

Volunteer Markham is a non-profit, charitable organization dedicated to serving Markham and surrounding communities. We passionately support our residents and community service organizations by providing community information and connecting people to volunteer opportunities.

Responsibilities:

- Connect with non-profit organizations/community groups to encourage their participation in Volunteer Markham's initiatives and services
- Assist organizations with online member registration and promoting their needs through Volunteer Markham tools and resources
- Support with the evaluation of our services through a survey to stakeholders
- Support the development and execution of our Change The World youth program.
- Document success stories and capturing potential opportunities for collaboration
- Other duties as assigned

Skills/Requirements:

- Preference for an education in social services, community development, volunteer management or similar field
- Advanced computer skills in Google Suite, Microsoft Office, particularly Word, Excel, PowerPoint.
- Ability to work with a CRM database
- Ability to work with clients, external stakeholders and team members
- Self-starter requiring minimal supervision
- Ability to work with confidential information with discretion
- Resident of Markham/York Region city is preferred

This position is being offered through the Canada Summer Jobs Program. To be eligible, candidates must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada per relevant provincial or territorial legislation and regulations.

To Apply:

Please submit your cover letter and resume via email with 'Community Liaison Worker Job Application' in the subject line, to info@volunteermarkham.ca. **Deadline to apply is May 18, 2022.** Consideration of applications will begin immediately, and all applicants are encouraged to apply early. While we appreciate all interest, only those candidates selected for an interview will be contacted.