

Job Title: *Canada Summer Jobs: Equity, Diversity, and Inclusion Support*

Parameters: As per the grant funding, must be a Canadian Citizen, a Permanent Resident, or have refugee status

Reports to: Executive Director

Timeframe: 8 weeks; 35 hours per week

Pay: \$21.30/hour

Degree of Supervision: Direction: The incumbent establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only the results of work are typically reviewed.

Job Purpose:

Volunteer Lethbridge (VL) strengthens and sustains a healthy, vibrant community through support and advancement of volunteer excellence. We build connections and empower individuals and organizations to enhance volunteerism and grow volunteer capacity. We strive to have volunteer management recognized as a critical organizational program; that non-profit organizations offer relevant, accessible, high-quality, well-managed volunteer opportunities.

VL is a capacity-building organization for the Lethbridge non-profit community. We serve member organizations. VL has a desire to be equitable, representative, and inclusive in all we do. However, we have not taken the steps to ensure that our organization purposefully executes these intentions. The person in this position will follow through on recommendations an ED&I audit has revealed that are necessary for our organization.

Duties and responsibilities:

- Follow up on recommendations from a previously executed ED&I audit
- Assist the Executive Director on implementing needed change
- Create a communication process to inform our member organizations about our experience
- Complete a final report on the goals reached
- Performs other tasks as assigned

Qualifications

- Education – Attending a post-secondary institution, under 30 years old, legally entitled to work in Canada
- Experience using online platforms, learning new technological platforms
- Experience with social media management – creating and posting content
- Ability to foster and maintain relationships with staff, volunteers, stakeholders and partners
- Comfort with public speaking (currently virtually); meeting new people
- Have superior written and oral language skills with a demonstrated proficiency in writing and speaking in clear, accessible, and compelling language
- Self-starter who has a high level of accuracy with attention to detail and exceptional proof-reading ability
- Ability to work under pressure, flexibly, with an entrepreneurial spirit
- Interest and experience in planning and organizing community events

- Ability to manage multiple tasks in a fast paced and changing environment.
- Positive attitude and takes ownership and pride in delivering and completing creative initiatives on time and without constant supervision.
- Ability to direct own work and prioritize workload to ensure completion of time sensitive tasks.
- Provide a Police Information Check

Working Conditions

The office is located at 324 – 5 Street South, Lethbridge, Alberta in the U of L Dr. Foster James Penny Building, though a work-from home procedure may be in place. Normal operational hours are in-office weekdays from 8:30 a.m. to 4:30 p.m.

Approved by
Date Reviewed

Amanda Jensen, Executive Director
January 2, 2022, May 11, 2022, April 2024

How to Apply

Submit a resume and cover letter to Shelley Ducheminsky, Office Manager, by April 30, 2024
Office@volunteerlethbridge.com

Volunteer Lethbridge is committed to upholding the values of equity, diversity, and inclusion. In pursuit of our values, we seek team members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Volunteer Lethbridge thanks all applicants in advance. Only those candidates selected for an interview will be contacted.