

Job Title:	Canada Summer Jobs: Membership Assistant
Reports to:	Membership Manager
Parameters:	As per the grant funding, must be a Canadian Citizen, a Permanent Resident, or have Refugee status
Timeframe:	8 weeks; 35 hours per week (part-time work over a longer period may be negotiated)
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 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 function; that non-profit organizations offer relevant, accessible, high-quality, well-managed volunteer opportunities. VL also supports the non-profit sector with access to quality training opportunities, expert advice, sector information, and sector advocacy.

Community and volunteer engagement are key aspects of our service delivery model aimed at meeting the diverse non-profit needs of the community. Reporting to the Membership Manager, this role supports the successful operation and ongoing strengthening of a dynamic and impactful community building and volunteer program. The Membership Assistant organizes development, membership activities, communications and relations for VL.

Duties and responsibilities:

- Connect members with benefit offerings
- Participate in community promotional events where the focus is on membership awareness, recruitment, recognition
- Communicate to member organizations
- Identify members who have not self-identified the benefits of Enhanced Screening Services to their agency, but may benefit from future collaborations
- Help to develop support services for members
- Other duties as assigned

Qualifications

- Education – Attending a post-secondary institution; returning to school September 2024
- Have experience in using online platforms, learning new technological platforms
- Be proficient in conducting secondary research
- Have experience with process management
- Have superior written and oral language skills with a demonstrated proficiency in writing and speaking in clear, accessible, and compelling language
- Demonstrated ability to work accurately
- Comfort with meeting and working with community organizations
- Can work under pressure, flexibly, with an entrepreneurial spirit
- 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 in the Volunteer Lethbridge office. Normal operational hours are weekdays from 8:30 a.m. to 4:30 p.m., although some flexibility is required for participating in scheduled activities or events. Due to an ever-evolving environment, the employee will also agree to the organization’s Work from Home Policy (approved June 2020).

Approved by
Date Reviewed

Amanda Jensen
August 18, 2020, November 2022, December 2023, April 2024

Please direct applications 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.