



VOLUNTEER AND SELECTIONS OFFICER

The Loran Scholars Foundation is looking for a Volunteer and Selections Officer to join our team. We are a national charity, working in partnership with Canadian universities and hundreds of donors and volunteers across the country to offer Canada's top undergraduate award, recognizing character, service and leadership potential. We challenge Loran Scholars and alumni to be socially responsible, entrepreneurial and community-focused leaders who will positively impact society. Learn more at www.loranscholar.ca.

Position Type: Full-time permanent

Location: Remote from anywhere within Canada; travel within Canada for up to a week at a time normally four times per year.

Who are you?

You are an enthusiastic, innovative and self-starting individual who is passionate about youth leadership, education and community engagement, and are looking for an exciting opportunity to gain valuable experience as part of a small and dynamic team. You are engaged in your community, and giving back is important to you. You are extremely organized, love logistics and problem-solving, and have a special talent for forging relationships and building community. You are always exploring creative new ways to improve processes and create impact.

What will you do?

As part of a small team responsible for supporting the volunteer needs of the organization, as well as the execution of the annual Loran Award selection process, your key responsibilities will be focused on the enhancement and execution of a volunteer recruitment and engagement strategy for the organization and supporting the execution of the selections cycle.

Reporting to the Director, Alumni & External Relations, you will:

Volunteer Coordination

- Work with team leads to identify volunteer needs.
- Actively recruit and train volunteers to meet organizational needs; ensure appropriate volunteer screening using methodologies such as interviews and reference checks.
- Identify opportunities to steward volunteers to establish a strong rapport with volunteers and acknowledge their impact in our community.
- Work with team leads to coordinate necessary elements of the volunteer registration, orientation and training processes.
- Review, develop, implement, and revise documentation, policies and procedures for the volunteer program on a regular basis, remaining up to date on best practices.
- Maintain the volunteer database to ensure accurate record-keeping and synthesis of statistics regarding all aspects of the volunteer community; provide reports as needed to indicate the impact of Loran's volunteers.
- Provide various avenues for volunteers to provide feedback about their experiences including the development and analysis of volunteer surveys. Evaluate and track the success of your work against measurable goals and objectives, including volunteer recruitment, satisfaction, making timely enhancements as needed.

Selections Support

- Support the development and execution of all volunteer-related processes and training during the selections cycle.
- Support the stewardship, communication, and tracking of selections volunteers.
- In collaboration with the Manager, Selections, coordinate the scheduling of selections volunteer-related events.
- Support the Selections team when needed during the selections cycle with administration and stakeholder inquiries.
- Participate in the execution of selections related events, as required.

General Support

- Timely and accurate updating of data in internal systems.
- Execute 3rd party scholarship processes.
- Other tasks as required.

What do you need to succeed?

- Fluency in English and French. French language skills are a requirement. Candidates who do not indicate fluency on their application will not be considered.
- Excellent written and verbal communication skills.
- High-level customer service skills and the ability to work under pressure.
- Higher than average organizational skills and attention to detail.
- Proficiency with Google Suite, Salesforce, Airtable, and Alchemer (formerly SurveyGizmo), or an aptitude for learning new applications quickly.
- Strong data administration skills, including methods of collection, tracking and sourcing.
- An ability to engage with a wide cross-section of Canadian society.
- Comfort working under tight timelines and periodic busy seasons, with some evening and weekend work required.
- The desire to contribute to a culture of excellence.

What's nice to have?

- Experience in the non-profit and/or education sector.
- A commitment to working with young Canadian leaders to foster community engagement and a high level of enthusiasm for youth leadership development.

Compensation

Salary: \$60,000 per year, plus enrollment in a retirement savings plan after three months

Vacation: Three-weeks paid vacation plus a two-week winter holiday office closure.

Benefits: Extended health and dental benefits after three months.

Key Dates

Closing Date: Monday, December 9, 2024 at 9am EST

Interviews: December 17, 18 and 19, 2024

Start Date: January 13, 2025 (flexible)

How to Apply

Please forward your résumé and cover letter combined into one PDF file to Lily Manea, Director of Operations, at lily.manea@loranscholar.ca.

The Loran Scholars Foundation is committed to diversity and inclusion in the workplace and welcomes applications from all qualified candidates, particularly from Indigenous and other historically marginalized communities; however, only those selected for an interview will be contacted. If you require accommodation in the interview process, please communicate that if contacted.