



VOLUNTEER AND OUTREACH COORDINATOR

OPIRG (Ontario Public Interest Research Group) Peterborough invites applicants to fill a vacancy in the position of **Volunteer and Outreach Coordinator**. OPIRG Peterborough is a non-profit levy group that works to create sustainable engagement on social and environmental justice issues in the Peterborough/Nogojiwanong community.

The Volunteer and Outreach Coordinator will work with the OPIRG Peterborough staff and Board of Directors to:

- Recruit, orient, support, and coordinate volunteers.
- Organize and update volunteer files/resources and help working groups to access the resources available at OPIRG.
- Liaise with OPIRG's working groups by attending working group meetings and by offering organizational support to the working groups.
- Help publicize our programs and events through our website, Twitter, Instagram, Facebook, and newsletter.
- Create posters, press releases and displays.
- Take on additional tasks as required.
- This position may require evenings and/or weekends work.

Qualifications:

- Must be TWSP eligible
- Strong written and verbal communication and interpersonal skills.
- Commitment to anti-oppression and consensus-based decision making.
- Demonstrated ability to work well as part of a team and ability to work well with diverse groups of people, treating everyone in a fair, supportive and cooperative manner.
- Good organizational and time management skills, ability to stay focused and meet deadlines with frequent interruptions.
- Ability to work independently, take initiative, make good judgments, and show discretion when working with minimal supervision.
- Ability to develop and give oral presentations to both large and small groups.
- Good leadership, planning, and problem-solving skills.
- Familiarity with how to promote events using social media sites .
- Strong computer skills.

Term and Compensation:

6 hours a week for 20 weeks (120 hours total, TWSP guidelines) at \$15 per hour.



Method of Application

Please submit resume and cover letter to “Hiring Committee” electronically to opirg@trentu.ca.

Deadline for applications: September 13, 2019, 12pm.

OPIRG Peterborough invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact opirg@trentu.ca. Information received relating to accommodation measures will be addressed confidentially.

Only applicants who are considered for an interview will be contacted.

More information about OPIRG Peterborough can be found at <https://opirgptbo.ca>