



Persons Against the Crime of Trafficking in Humans (PACT-Ottawa) is seeking a volunteer to act as our

## ***VOLUNTEER COORDINATOR***

Please send a cover letter and your resume to [volunteer@pact-ottawa.org](mailto:volunteer@pact-ottawa.org)

### **Job Description:**

The Volunteer Coordinator will support PACT-Ottawa's goals and initiatives by providing volunteer support. This position will oversee the volunteer recruitment process including orientation and retention, as well as working closely with PACT-Ottawa's other lead volunteers to identify volunteer roles and facilitating their appropriate volunteer placement.

### **Tasks - With the support of the Director of Internal Affairs, you will:**

- Maintain an up-to-date volunteers database and regular communication with active volunteers
- Encourage and engage volunteers to participate actively, in ways that are meaningful to them
- Respond to queries from prospective volunteers
- Facilitate orientation sessions for new volunteers
- Develop and maintain an up-to-date welcome package for new volunteers
- Create and lead a recruitment strategy to augment the volunteer base
- Work with the Membership Coordinator to plan and implement a volunteer/membership recognition program
- Attend monthly PACT-Ottawa meetings, third Thursday evening of the month

### **Qualifications - You are:**

- Strong communication, interpersonal, administrative and organizational skills
- Works well as a team and take initiatives with position
- Creative and motivated
- Experience with volunteer coordination an asset
- Bilingualism an asset
- Enthusiasm and commitment to PACT-Ottawa's vision, mission and goals

### **Time commitment:**

One year minimum commitment. On average, 5 hours per week

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We thank all applicants, but only those selected for an interview will be contacted.

### **About PACT-Ottawa**

*Our Vision:* To recognize the human dignity and promote the well-being of all trafficked persons.

*Our Mission:* To network with other groups to prevent the trafficking of persons and increase the protection of victims.

*Our Goals:* To prevent human trafficking and protect trafficked persons.

*Our Tools:* Education, support services, networking and advocacy.

#### *Background*

PACT-Ottawa was founded in 2004. Our members contribute their time, ideas and area of expertise on a voluntary basis to the action of the group. For more information see: <http://www.pact-ottawa.org>.