



The Child Nutrition Council of Manitoba (CNCM) is a charitable organization dedicated to helping children learn, grow, and succeed by supporting school meal and snack programs in every region of Manitoba. CNCM is committed to accessible and inclusive employment practices. Reasonable accommodations are available to applicants with disabilities upon request. CNCM strives to reflect the demographics of the communities we serve. Applicants are requested to self-declare.

Position Title: Project Coordinator, Volunteer Engagement

Reports to: Community Dietitian + Operations Manager

Duration: Full-time Term (35 hours per week) May 9 – September 2, 2022

Hours of Work: 8:30 am - 4:30 pm Monday to Friday

Location: Must be willing and able to work from a home based office in Manitoba.

Wage: \$21.00/hour plus 4% vacation pay

Number of positions open: 1

Posting date: April 26, 2022

Application Deadline: May 3, 2022, 12 noon. Interviews will be scheduled for May 4, 2022.

How to apply: Please email a cover letter and resumé to info@childnutritioncouncil.com with "Project Coordinator, Volunteer Engagement" in the subject line. We thank all applicants for their interest, however only those under consideration for the role will be contacted. References will be required upon request.

This position is subject to the successful completion of a Criminal Record Check and a Child Abuse Registry Check.

Qualifications:

- Minimum of two years of post-secondary education in a relevant field (for example, human resources, business, communications). A combination of experience and education will be considered.
- Understanding of how non-profit organizations operate.
- Demonstrated ability to work independently and collaboratively.
- Excellent interpersonal, organizational and communication skills.
- Ability to present in a respectful and professional manner.
- Strong computer skills and a willingness to learn new systems.

Responsibilities:

This position reports to the Community Dietitian + Operations Manager, and works collaboratively with the CNCM shared leadership team and Board. The Project Coordinator, Volunteer Engagement will coordinate the development of a comprehensive volunteer engagement and management system.

The coordinator will work on projects that will contribute to the;

- Assessment of CNCM's volunteer capacity and structures.
- Development of volunteer recruitment, promotion and integration resources.
- Development of volunteer retention & recognition resources.
- Implementation and evaluation of project activities.