

Volunteer Outreach Coordinator

Description:

The Movement Centre is looking for an enthusiastic Volunteer Outreach Coordinator to research and organize The Movement Centre's community outreach and engagement initiatives. The successful individual will work to increase the organization's presence in the community. The position provides the opportunity to work remotely. The outreach coordinator will directly contribute to increasing The Movement Centre's capacity to help Manitobans with movement disorders gain independence, movement and confidence.

Duties and Responsibilities:

- Research and manage new and existing partnerships, including other local community groups, universities, health agencies, businesses, members of the public, and individual supporters of our organization
- Research and communicate with possible new community partners who may support The Movement Centre to expand our reach, supporters, and client base
- Identify relevant community events and coordinate participation in these events
- Actively reach out to community groups and organizations to explore partnership opportunities
- Develop and implement outreach strategies for active campaigns
- Draft effective communications for the outreach program, including presentations, pamphlets, info sheets etc.

Qualifications:

- Excellent organizational, written and verbal communication skills
- Detail oriented and committed to meeting deadlines
- Good interpersonal skills
- Works well independently and as part of a team
- Ability to adapt to shifting priority and manage multiple deadlines
- Knowledge of Microsoft Office programs, including Outlook, Word (PowerPoint an asset)
- Project management experience is appreciated

Training:

Your office orientation will include training on all office equipment, software and filing systems utilized at The Movement Centre.



Time Period:

This position requires a minimum 6 months commitment. Flexible schedule for an average of 8 hours per week. The position provided the opportunity to work remotely.

Benefits and Recognition:

This position will add to your skill set and provide valuable experience and opportunities for you to grow. You will receive mentorship and feedback. Employers will recognize your volunteer contribution.

Volunteers of The Movement Centre are highly valued members of our team. They make a significant difference in our ability to provide quality service to Manitobans with disabilities. The Movement Centre will provide reference letters for all volunteers who successfully complete a placement.

There is free parking and coffee!

About The Movement Centre

The Movement Centre of Manitoba is a charity organization that is committed to improving the physical health of children and adults with neurological motor disabilities such as cerebral palsy, multiple sclerosis, stroke, acquired brain injury, and Parkinson' disease. Our clients gain or regain physical mobility, increased confidence and functional independence, using Conductive Education rehabilitation.

Our office is located at 1646 Henderson Highway in Winnipeg, Manitoba.

Please send resumes to info@movementcentre.ca. Please add the volunteer position you are applying for in subject line.

