

APB JOB POSTING

F/T Volunteer Coordinator

Access Pro Bono (APB) seeks an administrative professional with proven experience in the non-profit sector for a new, full-time position of Volunteer Coordinator.

The new APB Volunteer Coordinator is responsible for volunteer engagement, support and training across APB's full range of legal service programs.

This is a full-time permanent position, offering an annual salary of between \$50,000 and \$60,000 (depending on experience), benefits and five weeks of vacation. The successful candidate will work from the APB head office in downtown Vancouver, with the possibility of a hybrid in-office/work-from-home arrangement. The ideal candidate will start as soon as possible.

Main Duties & Responsibilities

- In collaboration with program staff, recruit lawyer and non-lawyer volunteers to support APB's pro bono programs
- onboard and train new client call volunteers to take calls from APB's client hotline and respond to online inquiries through APB's online triage form
- act as the first point of contact for all interested and new APB volunteers, ensuring all lawyer and non-lawyer volunteers have accurate information about APB's programs, volunteer opportunities, and resources
- develop systems to ensure consistent communication with volunteers across all APB programs
- in collaboration with program staff, support the development of volunteer training and resource manuals for all APB programs
- attend occasional public legal education and information events as APB's representative
- lead the planning of volunteer recognition events including APB's annual volunteer appreciation breakfast and Pro Bono Going Public Advice-A-Thon
- in collaboration with communications staff, track and promote volunteer accomplishments in APB newsletters, on social media, and in reports to funders

Qualifications, Experience & Skills

- post-secondary education
- 2 or more years of experience working for a non-profit organization
- strong record-keeping and administrative skills
- ability to liaise and coordinate with vendors, government agencies, law firms, and community organizations
- experience coordinating events
- experience training and managing volunteers
- knowledge of BC's justice system, court procedures, and legal resources
- excellent verbal communication and business writing skills
- ability to organize, prioritize, multi-task, meet tight deadlines and thrive in a fast-paced environment
- demonstrated ability to work independently and/or in a strong team environment, and to see projects through to completion with minimal direction
- proficiency with Mac computers and Microsoft Office, and a willingness to learn and continuously adapt to new legal technologies
- demonstrated commitment to the advancement of social justice

Interested candidates should email Heather Wojcik at hwojcik@accessprobono.ca by 4:00pm on Friday, October 21, 2022 with their resume and cover letter as one continuous document. No telephone calls please. Interviews will be conducted on a rolling basis.

APB is committed to building an inclusive and diverse workplace, representative of the diverse communities that make up BC. We strongly encourage applications from all qualified applicants. Applications from historically underrepresented or marginalized groups including Indigenous people, people of colour, LGBTQ2S+ people, and people with disabilities are encouraged to self-identify in their cover letter if they feel comfortable doing so.

Although we thank all applicants for their interest, only those candidates selected for interviews will be contacted.