



## **Job Posting: Volunteer and Partnership Coordinator**

### **About Us**

The Doorway is a youth-driven organization that empowers young people as they transition off the streets and into stable and secure housing. At The Doorway we believe that transition is about changing more than where you sleep, it's about changing the way you see yourself and the world around you. The Doorway community is passionate about listening, empathy, empowerment, and self-determination.

### **The Role**

The primary focus of this role is to develop and launch a Volunteer Engagement Program that aligns with the mission, vision and values of The Doorway. These efforts will support both the direct needs of The Doorway's proprietary MyPlan program as well as the incredible efforts of our community volunteers and third-party fundraisers. This role acts as a critical bridge between our Youth Engagement Team and our Operations Team and will require a candidate with a strong capacity to collaborate. The Volunteer and Partnership Coordinator will work directly with current volunteers, participants and staff to develop a sustainable Volunteer Engagement Program that allows The Doorway to grow its community. The development of the program will involve conducting a range of consultations and will require strong administrative and writing skills.

At The Doorway we work collaboratively across departments, operating with the understanding that each member has knowledge and wisdom to bring to the team. We welcome creativity and innovation and strive to create a safe space where all members are inspired to innovate, collaborate and take risks. Critical to this role will be the learning and understanding MyPlan and the investment you make to empowering community through the lens of self-determination and autonomy.

With a dream of being the “go-to” place for volunteering and partnership, the ideal candidate is outgoing with a passion for building community and empowering young people.

### **Responsibilities**

- In collaboration with Doorway Members (program participants, current volunteers, staff and community), develop, oversee and manage The Doorway Volunteer Engagement Program.

- Create policies and procedures, including job descriptions, onboarding, requirements application processes etc.
- With support from The Doorway Operations Team (including communications and philanthropy), recruit and retain new volunteers.
- Working with the Leadership and Training Coordinator, identify a path for Alumni engagement.
- Onboard, schedule and maintain ongoing communication with volunteers.
- In partnership with the Director of Philanthropy and Business Analyst, develop and maintain Volunteer Database.
- Review processes to ensure The Doorway is aligned with best practices,
- Work with sector partners to identify opportunities to increase volunteer/civic engagement across the sector.
- Celebrate and recognize volunteers in meaningful ways.

### **Competencies**

- Strong ability to collaborate and communicate across departments
- Expertise in best practices for volunteer engagement and management.
- Knowledge and expertise in MS Suite, including Sharepoint and Teams.
- Experience in the non-profit sector.
- Ability to build and maintain strong relationships with all The Doorway Members including youth, volunteers, third-party fundraisers and program partners.
- Knowledge or community resources and networks.
- Background in developing inclusive volunteer policy.
- Mission driven.
- Experience with SUMAC is considered an asset.
- Strong written and verbal communication skills. A background in grant writing and reporting is considered an asset.

### **Qualifications**

- Minimum 3 years' experience in volunteer program development and delivery.
- Post-secondary education/ training in volunteer management or related field.
- Current CPR & First Aid

### **Job Type**

- **Hours:**
  - This position works a flexible 35-hour week.
  - Option to work a compressed four-day work week based on program needs.
- **Location:**
  - This position requires primarily in-person work in Calgary, AB. Flexibility for hybrid work available on an individual basis.
- **Compensation:**
  - \$60,000 Annual Salary
  - Extended benefits
  - 2 weeks paid leave for winter break. Vacation paid out.

- **Starting Date:** ASAP
- **Term:** This is a project-based contract ending February 28<sup>th</sup>, 2027 with the possibility of extension based on funding availability.

### **How to Apply**

Please send your resume and cover letter telling the story of why you are the best fit for the role to [admin@thedoctorway.ca](mailto:admin@thedoctorway.ca).

Include the Job Title in the subject line.

Applications will only be accepted via email.

Incomplete applications may not be accepted.

**Deadline to apply:** Thursday January 29<sup>th</sup> at 11:59 PM MST.

While we would love to get back to everyone, due to a high volume of applications, only those invited to interview will be contacted. Thank you so much for your interest.