



MULTIFAITH

Housing Initiative

Manager of Volunteers & Community Engagement (1-year contract) Position Description

POSITION SUMMARY

Are you passionate about ending homelessness? Do you have a background in **volunteer management and community development**? Then consider joining the growing team at Ottawa-based affordable housing charity **Multifaith Housing Initiative (MHI)**! We proudly own and operate five affordable housing sites, including Veterans' House: the Andy Carswell Building, a home for veterans who are homeless or at risk of homelessness. We are hiring a **Manager of Volunteers & Community Engagement to fill a one-year leave of absence position.**

Reporting to the Executive Director (ED), the **Manager of Volunteers & Community Engagement** is responsible for overseeing a range of community relations, outreach, partnership development and programming. This position also manages the volunteer program and MHI community events and special events.

Volunteer recruiting and screening

- Posting volunteer opportunities online, Bulletin boards etc.
- Presenting at faith communities to recruit volunteers
- Informal recruiting at social functions
- Attend job fairs to meet potential volunteers.
- Interview potential volunteers to determine suitability
- Connect with Chair of committees to place volunteers on appropriate volunteer committees

Volunteer orientation, training and support

- Conduct volunteer orientation and training sessions
- Give new volunteers tour of the appropriate spaces and buildings to orient them.
- Assessing volunteer needs to enhance day to day support for volunteers
- Attending appropriate committee meetings to help volunteers achieve their mandate

- Tracking volunteer hours for annual report
- Conducting annual volunteer needs assessment to enhance the volunteer program
- Prepare a report on volunteer contribution to MHI
- Ongoing review of volunteer policies and procedures as required (Volunteer manual, volunteer orientation power point presentation, Volunteer exit interview forms, volunteer guidelines and volunteer application forms)
- Ongoing evaluation and review of volunteer job descriptions and responsibilities for recruitment
- Identifying resident needs and working with RRT/RRC volunteers to provide the necessary support
- Managing Volunteer information in data base systems

Community engagement

- Proactively seeking opportunities to create mutually beneficial partnerships with community organizations, and relationships with people of strong standing in their community.
- Developing partnerships with various agencies to bring programming to MHI tenants
- Researching to identify funding agencies to submit grant proposals for programming.
- Acting as ambassador of MHI by proactively seeking opportunities to raise MHI's profile, presenting at conferences, events, faith groups, bazaars etc
- Ongoing identification of key contact persons including past and current faith community members of MHI as a link to the various communities
- Ongoing interactions with faith community contact persons (persons in charge of outreach, email, phone call, personal visits)
- Assessing faith community's capacity and desire to partner for appropriate and targeted engagement
- Ongoing review and implementation of a membership growth strategy
- Ongoing Assessment of faith community's capacity and desire to partner and work to deepen relationship
- providing support to the NHD planning committee to plan the NHD event
- Working with MOC to engage in an annual membership drive- (membership mail outs and follow ups).
- Working with the Haven community building team to enhance community cohesiveness at the Haven (planning social and educational events)

Other

- Other related duties as necessary to support MHI activities and staff

TERMS AND CONDITIONS

Pay range for the position is **\$60,000-\$72,000 per year for 37.5 hours per week**, based on experience.

HOW TO APPLY

If you are passionate about multifaith values (social justice, equality, inclusiveness) and are ready to engender positive change, we encourage you to join us at this very exciting time at MHI. Please forward your **résumé** and a **covering letter** outlining how you can contribute to this position by **Monday, March 14 at 5pm** at exec.director@multifaithhousing.ca.

INTERVIEW & HIRING PROCESS

- **Interviews for shortlisted candidates:** Will take place on **March 16 and 17** in person at our head office in the Heartwood House Building (404 McArthur Avenue, Ottawa).
- **Preparation of references:** Interview candidates will be asked to bring a printed sheet listing a minimum of 3 recent references to their interview. Interviewees should notify the three references that they may receive a call from MHI within 48 hours of the interview.
- **Start date:** We are looking to start the successful candidate in **March 21**.

SPECIAL CONSIDERATIONS

- The successful candidate might be asked to work on weekends for the first couple of weeks for training purposes.
- This is a one-year leave of absence position.

JOB CONTACT

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