



Tools 4 School Coordinator

Position Type: Part time summer contract 11 weeks (**Note: Applicants must be returning to school in September 2018**) Vulnerable sector criminal record check is required for employment

Employment period: June 18, 2018 - August 31, 2018

Salary: \$18.00 hour

Job Area: 1547 Merivale Road Nepean area

Scope of Position

As the program coordinator you will be responsible for coordinating the agencies Back 2 School Supply Program called Tools 4 School. As the coordinator you will do outreach, client registration, coordination of supplies, packing supplies, organizing a community BBQ, database entry, solicitation of donations and supervision of volunteers.

Job Specific Responsibilities

- Community Outreach to promote program
- Outreach to sponsors
- Coordinate community Barbeque
- Register clients and coordinate pick up of backpacks
- Pack backpacks with supplies and supervise volunteers
- Database entry

Qualifications:

- Previous experience working with others in a team approach.
- Some experience in fundraising, special events, outreach and promotion
- Good communication skills with people
- Good command of Outlook, Word, Excel, Publisher
- Database entry skills are necessary
- Ability to work independently
- Minimum Emergency First Aid and CPR
- Fluent written and verbal skills in English. Fluency in Arabic is an asset

Please submit your cover letter and resume by 4:30 p.m., May 25, 2018

Reply to: Janet Donovan

By email: jdovonan@nrocrc.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.