



## **Internal Posting: Program and Volunteer Coordinator – North Full Time, Contract**

### **Job Summary:**

**Title:** Program and Volunteer Coordinator - North

**Reports to:** Events, Outreach and Volunteer Manager

**Location:** Hybrid position in Northern Region of Ontario (Muskoka's and further North)

**Hours:** 37.5hrs per week, with the need to work evenings and weekends as required

**Annual Salary:** \$62,000 - \$65,000

**Duration:** 16 month contract

### **Position Overview:**

Reporting to the Events, Outreach and Volunteer Manager, the Program and Volunteer Coordinator supports Autism Ontario's volunteers in achieving identified goals, while supporting the development of various regional programming. The Program and Volunteer Coordinator works closely with both the Fund and Volunteer Coordinators and Events and Outreach Specialists, on different initiatives to promote ASD awareness and advocacy across the province.

### **Key Responsibilities:**

- Oversee all proposed region-initiated programs and ensure they are following the policies and procedures of Autism Ontario.
- Support volunteers (parents, self-advocates, and professionals) in achieving the identified goals.
- Build the volunteer capacity of the organization across the region; develop a volunteer appreciation plan.
- Work with volunteer leadership to identify priorities (gaps in services) in the region for families/caregivers and develop a means for communicating those priorities locally.
- Review, approve and implement regional program proposals with the Oversight Committee to ensure representation of all areas of the region.

- Evaluate and monitor program delivery, including but not limited to maintaining continuous records, supporting pilot evaluation as needed, updating relevant databases, communicating with provincial office regularly on pilot goals and outcomes.
- Attend and be an active contributor to local community partnership meetings, representing the local community needs or provincial initiatives.
- Foster and maintain a positive relationship with event sponsors and funders (e.g., thank-you letters, funding reports, etc.)
- Facilitate networking and development of community alliances/partnerships.
- Other duties as assigned.

### Qualifications:

- A degree or post-secondary education in a related human services field (SSW, Volunteer Management, etc.)
- 3 years relevant experience in developing programming for individuals with autism, developmental delays, etc.
- An equivalent combination of education and experience will be considered
- Must reside in Northern Ontario (Muskoka, Parry Sound, Sudbury, North Bay, Thunder Bay, etc.)
- Ability to attend in person events or a regional office as required
- Availability to work evenings and weekends as required
- Valid G Drivers License
- Experience in workshop facilitation, social group work/community organizing and program development and implementation
- Strong knowledge of autism is an asset
- Experience supervising volunteers in a non-profit setting is an asset
- Bilingualism (French/English) considered an asset
- Must be proficient with various computer programs including data base management, email, Microsoft 365 applications and have familiarity with social media and other technology tools and approaches
- Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti-racism, anti-Black racism, anti-ableism
- Strong interpersonal and relationship building skills
- Excellent planning and organization skills
- Adept problem solving and decision making skills
- Ability to collaborate and work as a team

Interested candidates should submit a resume and cover letter to [hr@autismontario.com](mailto:hr@autismontario.com) stating: **“Application for the position of Program and Volunteer Coordinator - North”** in the subject line by **January 26<sup>th</sup> 2024**. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity

deserving groups to apply. We welcome qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.