

FAMILY SERVICES of the NORTH SHORE Job Posting

Position:	Coordinator – Christmas Bureau
Position #:	20-1233
Reports to:	Manager, Volunteer and Community Engagement
Location:	North Shore Christmas Bureau office
Closing:	September 27, 2020

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

As a member of the staff, you will have the opportunity to work for an organization that respects its employees, values work/life balance and provides a workplace where interactions are carried out in a spirit of collaboration, cooperation and communication.

The Program:

Family Services North Shore Christmas Bureau provides holiday hampers, grocery gift cards and toys to low income North Shore families, seniors, people with disabilities and those living in isolation. Over 700 volunteers and donors come together to care for fellow members of the North Shore community.

Christmas Bureau recipients are matched with donors who prepare a hamper of grocery gift cards & gifts for that family, senior, individual or person with disabilities. Christmas Bureau recipients who are not matched with a donor receive a hamper created by the Christmas Bureau volunteers.

The Job:

This position supports the Manager, Volunteer and Community Engagement to ensure the successful execution of the annual Family Services of the North Shore Christmas Bureau. The position will focus primarily on all aspects of the client / donor matching program including interviewing clients, approving client applications and matching clients with appropriate donors. It will also involve planning and organizing the distribution and delivery of over 900 hampers.

This position will also help with the overall functioning of the Christmas Bureau including set up and clean up, organizing and assisting with Christmas Bureau events (Christmas Bureau kick off, Hamper exchange etc.) You will greet and offer support to clients, donors, and volunteers; assist with toy and cash donations; provide information on Agency programs and attend to a variety of tasks as they crop up.

These position runs from approximately October 5, 2020– January 31, 2021 for approximately 400 hours of service. The hours will be concentrated primarily from November 4, 2020 – December 23, 2020.

The Candidate:

You are an experienced administrator with at least 2 years of experience working in a fast-paced environment with many moving pieces. You are comfortable with technology and are proficient with Microsoft Office, specifically excel. You have experience leading teams and have worked collaboratively with colleagues and volunteers. You are non-judgmental and understand the impact of poverty can have on people. You have a good understanding of privacy and confidentiality and strong organizational skills. You are flexible and accommodating and comfortable working with diverse populations and in very busy settings.

Proficiency in a language in addition to English would be considered an asset.

Please respond, in confidence, with cover letter and resume to:

Kathleen Whyte

Senior Manager of Human Resources

careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.