



Rural Extension Coordinator

April 1st 2022

Position Summary

The Rural Extension Coordinator is integral to the Shelter Movers Ottawa (SMO) chapter's extension into the rural communities surrounding Ottawa. They will report directly to the Operations Manager and work closely with the Chapter Director, and Volunteer Services Manager. The primary role is to foster relationships with organizations and serve as a liaison between SMO and the local community. Other duties include posting volunteer positions on relevant platforms, reaching out to businesses, universities or volunteer groups to increase awareness of SMO, as well as identifying potential partnerships.

Responsibilities

- Collaboratively develop and implement a creative local volunteer recruitment strategy
- Represent Shelter Movers by championing the SM brand and values, and being active and visible in the community
- Establish and maintain partnerships with local businesses, organizations, and community partners
- Compile a local key contact database
- Maintain regular communication with Shelter Movers staff
- All other duties as assigned by the Operations Manager

Essential Skills & Knowledge

- Strong verbal and written communication skills
- Excellent interpersonal skills - friendly and sociable
- Strong ability to work independently and as part of a team
- Access to email and phone
- Attention to detail, strong organizational skills, and reliable work habits
- A passion for Shelter Movers' mission of supporting survivors of gender-based violence
- Knowledge of the local community and ability to network with other organizations and individuals
- Experience with community initiatives and volunteering is preferred
- Access to reliable transportation is considered an asset

Opportunities as a Rural Extension Coordinator at SMO



Shelter Movers Ottawa

% Staples Studio
403 Bank Street,
Ottawa, Ontario K2P 1Y6
volunteerottawa@sheltermovers.com

- Ability to contribute to helping survivors of gender-based violence
- Training in preparation for the role and access to ongoing training experiences
- Working with a great team of passionate volunteers, supporters and staff
- After 3 months, a personalized reference letter can be provided

Role Details

- Flexible work schedule (35 hours per week), some evenings and weekends as needed
- This position requires the Rural Extension Coordinator to reside in the Ottawa, Lanark, Renfrew and/or North Grenville area
- 1 year contract (possibility of renewal)
- Hourly rate: \$20/hour

To Apply

- Email your resume and cover letter to hr@sheltermovers.com

Note that the successful candidate must be over 18 years old and will be subject to successful completion of a criminal background check

*You found the courage to leave.
We'll find the hands to help.*

sheltermovers.com
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