

Volunteer Services

Technology Coordinator — Volunteer Processes Project

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| Level of Expertise: | Student or new communicator. |
| Time Commitment: | 4 - 6 hours per month. |
| Duties: | <p>Reporting to the Director of Volunteer Services, the Technology Coordinator oversees the setup and coordination of processes within the portfolio using technology.</p> <p>This role is a four-month project with the possibility of extending the role until June, 2021.</p> <p>Description of duties</p> <ul style="list-style-type: none"> • Review processes for recruiting, onboarding, managing and offboarding, and identify opportunities to use technology (online software applications) to streamline. • of volunteers as volunteers begin and end their terms. • Work with the Director of Volunteer Services and Manager of Volunteer Services to update IABC/Calgary database. |

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| Experience: | <ul style="list-style-type: none"> • Knowledge and experience of digital tools. • Interested in technology and processes. • Planning and coordination skills. • Ability to take initiative and work independently. • Volunteer experience (with IABC or another group) is an asset. |
| Technology: | High level of comfort and experience with technology. Able to seek out or recommend software applications or SaaS, based on the needs presented. Confident with or learning to use Slack, Box, Gsuite, calendar integrations, and Excel. |
| Reporting to: | Kristen Dyck, Director of Volunteer Services. |