



Member of
JA Canada

JA Nova Scotia Operations & Volunteer Coordinator

Job Title: Operations & Volunteer Coordinator

Reports to: President and CEO

Hours: 35 hours per week (permanent, full time)

Location: Halifax, Nova Scotia

Salary Range: \$46,000-\$50,000

Benefits: Single medical/dental coverage at 100% (family at 70%), paid vacation, wellness and volunteer time, hybrid work environment

Application Deadline: January 25th, 2024.

About JA Nova Scotia

Junior Achievement Nova Scotia (JANS) believes in the boundless potential of young people. JANS provides hands-on experiential learning in the classroom and through extra-curricular activities. Programs focus on three educational pillars: financial literacy, workplace readiness, and entrepreneurship.

Equity Hiring

JANS is committed to employment equity. Qualified self-identifying First Nations, Metis and Inuit, Visible Minority Groups, Persons with Disabilities and LGBTQ2+ applicant will be strongly considered for this position. If you are a member of one of these, or another, equity group, you are encouraged to self-identify in your cover letter, resume or via email.

Summary of the Position

The Operations & Volunteer Coordinator's focus will be on the management of all operational aspects of JA Nova Scotia as well as coordination of our Volunteer Community. The ideal candidate is motivated by connecting our volunteers with quality opportunities, maintaining and growing the program community, and is interested in challenging their organization and management skills. The Operations & Volunteer Coordinator is self-driven, requiring minimal direction, and a team player, keen to take initiative.

Coordinating volunteers includes recruitment as well as managing potential and current volunteers to ensure the best fit for program participants. This includes assisting with volunteer registration, regular communication, placement of volunteers into programs and other volunteer related activities.

Managing operations will have you oversee all tasks related to the maintenance of the main office and organization. This includes purchases

for the office and programs, assisting with invoicing, board communication and organization, assisting with organizational related research and much more.

The successful individual will also support JA Nova Scotia and NS Business Hall of Fame events and activities.

Duties and Responsibilities

- Recruiting volunteers, from across the province.
- Working with volunteers to coordinate the delivery, both online and in person, of several programs.
- Providing training resources to volunteers & teachers.
- Managing operations and administrations of JA Nova Scotia.
- Assisting with event organization and coordination.
- Ensuring quality programming and good partner relations.
- Contributing to the development of marketing, communication & presentation materials.
- Maintaining accurate, up to date records utilizing Salesforce and other reporting tools.
- Preparing, ordering, packaging, and shipping program materials.
- Participation in operational planning.
- Other duties as assigned.

Education and Qualifications

- Post-secondary background in administration, business, entrepreneurship or education
- Excellent organization and time management skills
- Practical problem-solving skills
- A passion for youth engagement and skills development
- Must be able to complete and pass a criminal record check and vulnerable sector clearance
- French/English bilingualism an asset
- Driver's license required for provincial travel

Working Conditions

Occasional travel will be required. This role will be offered in a hybrid model, working both in office and at home on a schedule to be determined.

How to Apply

If you are interested in the above position, please submit your cover letter and resume to info@janovascotia.ca, on or before **January 25th, 2024**. We appreciate all interest, however, only those selected for an interview will be contacted.