



Job Opportunity

Administrative & Volunteer Coordinator

40 hours per week, \$16.50 - \$18.00 per hour (plus additional 8% benefits)

Peer Support Services for Abused Women is an agency committed to providing support, resources and referrals to women and children affected by domestic abuse. Trained volunteers facilitate community – based peer support in co-operation with participants. Self-directed change and independence are fostered in a caring and safe environment.

We are seeking a full time Administrative & Volunteer Coordinator to:

- Recruit, screen, and train volunteers for all volunteer programs
- Coordinate all volunteer recognition activities
- Create opportunities for community development and collaboration through the volunteer program
- Report and maintain statistics and volunteer database
- Answer a switchboard and direct incoming agency calls
- Handle all incoming communications including mail and email correspondence
- Provide program support and promotion including facilities and catering, materials production, and clean up.
- Type and compile reports, funding applications, and input outcome measurements data
- Maintain internal filing systems, inventory, office supplies and machines
- Provide administrative support for all marketing activities including outreach, website maintenance, printing and distribution of materials, brochures, newsletters and annual reports
- Provide administrative support to the agency staff and Board of Directors
- Support fund development initiatives
- Maintain all agency records and databases in Excel and Access formats.
- Run agency errands as required

Qualifications

- Diploma in related field or equivalent experience (3yrs +)
- Experience in volunteer and administrative management
- Excellent written and oral communication skills
- Proficient in all Microsoft Office computer programs including Word, Excel, and Access.

Please submit cover letter and resume to:

Kelly Salmond
Operations Manager
Peer Support Services for Abused Women
301, 501 18th Avenue SW
Calgary, AB T2S 0C7
Fax: 228-0438
e-mail: kelly.salmond@pssaw.org

Competition is open until a suitable candidate has been found. Only successful candidates will be contacted.