



Calgary Communities
Against Sexual Abuse

Community Engagement and Volunteer Coordinator

Calgary Communities Against Sexual Abuse (CCASA) is the primary sexual violence service for Calgary and surrounding areas. We are looking for an experienced and innovative individual to be part of our dynamic organization. This individual will have worked in the field of human/social services for at least three years and will possess a multitude of skills in volunteer management and supervision, crisis intervention, education and outreach, and engagement of individuals and communities. They will also be flexible and adaptable to the ever changing and varying needs of volunteers and the broader community.

Responsibilities of the Community Engagement and Volunteer Coordinator include:

- Recruitment, supervision and mentoring of volunteers
- Working in collaboration with organizations and agencies
- Planning and facilitating ongoing training for volunteers
- Develop and maintain strong relationships with staff, volunteers and external community members
- Delivery of public education and presentations
- Assist in integrating the volunteer program with other CCASA programs

The successful applicants will have the following **qualifications**:

- A degree or diploma in a related field
- Skills in volunteer management and supervision
- Strong public speaking and facilitation skills
- Skills and knowledge in crisis intervention
- An understanding and comfort with issues related to sexual violence and sexuality
- Proven ability to work creatively and collaboratively within a team environment
- Exceptional organizational skills
- Positive and motivated to challenge yourself in a learning environment
- Strong computer skills and knowledge in Microsoft Office Suite
- A second language would be an asset

Please visit our website at www.calgarycasa.com for more information about our programs.

CCASA is an equal opportunity employer and encourages applicants from diverse groups to apply. Send cover letters with salary expectations and resumes by 5:00pm, August 8, 2011 to:

CCASA Community Relations and Resource Development Manager
Suite 700, 910 7th Ave SW
Northland Building
Calgary, Alberta T2P 3N8
Fax: (403) 264-8355
Email: info@calgarycasa.com
No Phone Calls Please

Thank you for your interest, only those selected for an interview will be contacted