



**Shine
Through
the Rain**
Foundation

Supporting
families through
life-threatening
illnesses.

TORONTO COMMUNICATIONS AND VOLUNTEER COORDINATOR

Location: 329 Pasadena Drive, Keswick, ON L4P 2Z2.

Start Date: TBD for 86 weeks.

Hours: 18 hours per week.

Position Suitable For: Entry-level communications, volunteer coordination, public relations, health, social science, social work, human resources, or related interests.

Context of the Role: This is a new position created to help implement our Communications Plan and Volunteer Recruitment & Retention Plan for our growing Toronto Program.

Reports To: Executive Director and Sponsorship & Grants staff.

Responsibilities:

- Assist with implementation of our new Communications Plan and Volunteer Recruitment & Retention Plan.
- Coordinate volunteers (fill in for volunteers in emergencies).
- Public awareness and promotion of STTRF, Toronto Program, revenue generation messaging, and client needs.
- Create graphics and posts for social media.
- Use program and administration software (i.e., Program Services Manager, Basic Funder, Canva) - we will train.
- Monitor budgets.
- Draft letters, documents, e-newsletter content, and Volunteer Position Descriptions.
- Provide support to other staff with research, client testimonials, program statistics, and surveys.
- Assist with special projects.
- Other assignments as required.
- Attend networking engagements.

Skills:

- Sensitivity to client families experiencing financial, physical, and health challenges.
- Professional demeanor respecting the confidentiality of client, volunteer, and donor information.
- Positive attitude and willingness to learn.
- Strong attention to detail and creativity.
- Professional telephone manner.
- Strong in Microsoft Office and social media (Excel, Word, etc.).
- Strong customer service skills.
- Ability to work well with others.

To Apply Email:

skroon@shinethroughtherain.ca
with your resume and cover letter asap.

****Applications will be accepted until a suitable candidate is found.****