POSITION TITLE:
Corporate Volunteer Manager

REPORTING JOINTLY TO:
Site Public Affairs Manager at Dow Chemical Canada ULC
and Executive Director at Fort Saskatchewan Families First Society

OVERVIEW: Families First Society and Dow Canada are partnering to hire a part-time permanent position of Corporate Volunteer Manager.

DESCRIPTION:
The successful candidate will work together with Dow and Families First to provide volunteer opportunities for Dow volunteers, aligning the community needs and Dow's community success goals. S/He will work four days per week; three days at Dow (Fort Saskatchewan location) and one day at Families First. Time commitment is 30 hours per week.

PRIMARY RESPONSIBILITIES:
- Recruit, manage, market and evaluate all Dow Canada's Employee Engagement (volunteering) programs and projects, including, but not limited to:
    - FIRST Robotics
    - Let's Talk Science
    - NAIT
    - Shoreline Cleanup
    - Edmonton Pride Parade
    - Kids Can Catch
    - East Scarborough Storefront activities
    - Employee Charities Campaigns
    - Habitat for Humanity
    - Partners for Science
    - Telus World of Science
- Manage volunteer-related logistics, materials and equipment at events
- Speak on behalf of volunteerism within Dow Canada
- Create volunteer strategies aligned to Dow's vision for community success
- Post content to Dow's employee engagement webpage and sign-up sheets
- Quantify volunteer hours and impact from our partners and report the results to Dow Global Citizenship team
- Manage data on Dow's participation in external boards (NAIT, Habitat, etc.)
- Educate Dow employees about the Dow's Global Citizenship program
- Specify, secure and assign essential resources for each volunteer project
- Evaluate new volunteer projects to align with Dow's Global Citizenship goals
- Implement the recognition and appreciation program for Dow employee volunteers
- Enhance Families First Society's capacity as it relates to volunteer activities
- Share knowledge with Families First Society about volunteer management and recruitment
- Participate in Families First Society's training and professional development as applicable

QUALIFICATIONS:
- High School diploma or equivalent is required
- Valid driver's license
- Strong written and verbal communication skills
- Experience organizing events
- Willing to obtain criminal record and intervention record checks prior to starting the position
- Willingness to embrace the culture and values of Families Frist Society as well as Dow

PREFERRED QUALIFICATIONS:
- Experience posting to social media
- Experience posting to a webpage
- Post-secondary education
- Public speaking skills
- Experience in volunteer management