



IAESTE Canada

194 Boteler Street
Ottawa, ON K1N 5A7

canada@iaeste.org
<http://iaestecanada.org/>

Volunteer Position: Volunteer Coordinator

Estimated Time Commitment (per week): 5 hours (average)

Primary Responsibilities

- Recruit, engage and motivate volunteers
- Manage the activities of volunteers across Canada
- Identify potential volunteer projects, delegate responsibility and ensure completion
- Work with students and Universities to establish local student chapters (LCs), and oversee their activities
- Respond to inquiries from potential volunteers
- Manage summer reception for incoming students in cities across Canada

Required Skills

- Strong leadership skills
- Outgoing personality
- Excellent communication skills
- Able to run an effective meeting
- Self-motivated, dedicated and able to work with minimal supervision
- Desire to learn new skills and continuously build on existing ones

To apply, please send a CV and cover letter to volunteer@iaestecanada.org