



VOLUNTEER POSTING

Volunteer position title:	Office Support Coordinator	Posting date:	December 2, 2019
Staff Resource Person, contact information:	Roberto Ortiz, Executive Director roberto@maxottawa.ca	Posting closing date:	December 29, 2019
Location:	251 Bank, Ottawa, On	Position duration:	Six months (renewable)
Position type:	2-3 days a week (negotiable)	Service area:	Administration

STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of MAX. Without you the organization would have a much harder time in completing its mission and attaining its vision. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of GBT2Q men (gay, bisexual, Two-spirit, queer, and other guys who are into guys, both cis and trans) in the Ottawa Region. At MAX, we value the diversity of experiences and knowledge that our volunteers bring. We see you as a unique gift in helping us create larger circles of social connection and in reducing health barriers for guys into guys.

PURPOSE OF THE POSITION

MAX Ottawa is seeking a new Office Support Coordinator with a strong sense of volunteerism, who may demonstrate significant knowledge and experience in, but not limited to, the areas of administration, office coordination, and event planning.

Working collaboratively with the Executive Director and the other staff, this position will play a key role by supporting the coordination of office duties.

MAX is committed to equity and encourages guys into guys, particularly those at the intersection of multiple inequities including, but not limited to, Indigenous status, gender

identity and expression, immigration status, HIV status, and those living with disabilities to apply and self-identify.

RESPONSIBILITIES AND DUTIES

- Supports the financial monitoring and reporting.
- Provides clerical help to the Executive Director, including writing and reviewing texts and documents in English.
- Coordinates the spaces bookings for all meetings, programming and workstations.
- Creates and updates a calendar for MAX meetings and activities.
- Supports the logistics of meetings, services and activities.
- Supports Staff Meetings.
- Supports programs reporting strategies.
- Other duties as assigned.

QUALIFICATIONS

Required qualifications

- Excellent written and oral communication skills (in English).
- Good Microsoft Office skills.
- Basic accounting understanding.
- Administration/ office coordination experience.
- Ability to work as part of a team.
- Self-Starter.

Preferred qualifications

- Experience in work-planning, project management, and reporting.
- Experience and knowledge in fundraising and event planning.
- Being bilingual (French/English) will be considered an asset.
- Strong digital media skills, including social media and graphic design.

COMMITMENT EXPECTED

As the Office Support Coordinator, the organization expects the selected volunteer to commit to a minimum of two days a week for six months (with the possibility of renewing). The selected volunteer will also adhere to MAX's code of conduct, confidentiality policies and other relevant program and agency policies and procedure

Please email your interest along with a resumé and a cover letter to the Executive Director, Roberto Ortiz at: roberto@maxottawa.ca Email subject: "Volunteer position – Office Support Coordinator".

Only candidates selected for an interview will be contacted.