



ABOUT CATALYSTE+

Catalyste+ is a Canadian economic development organization. We help people build better lives by strengthening local economies in Canada and in developing countries around the world. Since 1967, we've been building capacity with businesses, governments and community organizations to promote locally driven, inclusive growth and sustainable development. We act as a catalyst for our partners to realize their full potential.

BILINGUAL VOLUNTEER RECRUITMENT OFFICER - 15-Month Contract -

SUMMARY

Reporting to the Recruitment Manager, the Volunteer Recruitment Officer (VRO) is responsible for proactively searching the Catalyste+ database and matching Catalyste+ Advisors (CAs) to assignment requirements for our programs. The Volunteer Recruitment Officer will also support initiatives for roster development, including researching and engaging potential sources for new CAs, such as speaking engagements, paid advertisements, referrals, networks and social media.

The successful candidate can be based in any of the following provinces/territories: Ontario, Quebec, British Columbia & North-West Territories. **This is a 15-month full-time contract position. Work is mainly remote, with a hybrid model in Toronto and Montreal if the candidate lives in either of these cities.**

KEY RESPONSIBILITIES

Assignment Recruitment

- Sources and recruits suitable CAs from the Catalyste+ database to ensure all assignments are filled with the most suitable CA within the targeted time
- Develops a pool of qualified CAs in advance of need
- Contributes to special projects related to client service and CA recruitment

Roster Analysis & Development

- Contributes to and supports the design and implementation of Catalyste+'s overall CA recruitment strategy
- Continually researches database against current and future assignment needs
- Working with the Recruitment Manager, runs reports from database and provides initial analysis and report summaries to the recruitment team

External Recruitment

- Builds a network to find pre-qualified candidates
- Recommends new sources for active and passive CA recruitment (i.e. social media and other channels, engagement strategies, marketing tactics, etc.)

- Builds relationships and finds networking opportunities outside the organization to recruit new CAs
- Takes initiative in creating engagement strategies to bring on new CAs in high priority sectors
- Researches industry associations and schools. Creates a strong pipeline of contacts and develops partnerships that will assist with strategic recruitment.

Intake & Orientation

- Assists with the intake process for new volunteers joining Catalyste+
- Conducts candidate screening (by phone and review of resumes) to assess their initial fit on the roster, as well as their relevant knowledge, experience, skills, and cultural adaptability
- Provides participants with the orientation presentation and leads candidate interviews and reference checking along with the help of some volunteers
- Sets up volunteer accounts and troubleshoots problems with log in, passwords, etc.

Engagement and Relationship Management

- Provides excellent customer service to CAs during the onboarding, recruitment and selection process
- Participates in the facilitation of training initiatives and presentations
- Continually acts as an ambassador of Catalyste+, promoting it as “best place to volunteer”

KNOWLEDGE AND SKILL REQUIREMENTS

- **Fluency in French and English is required**
- University Degree or College Diploma, preferably in Human Resources Management or equivalent. Knowledge of International Development is an asset.
- 3-5 years of experience working with volunteers and within a recruitment capacity
- Strong customer service skills. Confident in ability to listen to stakeholder needs and provide successful solutions.
- Understanding and experience using various recruitment and selection tools
- Ability to conduct interviews, both remotely and in-person, using different styles and techniques
- Culturally sensitive and capable of preserving confidential or sensitive information
- Effective time management, organization, and multi-tasking skills
- Excellent interpersonal and strong communication skills both written and verbal
- Excellent presentation skills and comfortable representing Catalyste+ at external events
- Strong team player, results driven and able to work well under pressure
- Strong decision-making skills
- Able to foster Catalyste+'s mission and values
- Strong research skills and ability to produce reports and summary of findings
- Proficient in Microsoft Word, Excel, Powerpoint, Outlook and database management

WHAT'S IN IT FOR YOU

- Rewarding and meaningful work environment
- Work/Life balance; remote or hybrid work and flexible schedules
- Comprehensive Health Benefits plan
- Mental Health & Wellness Programs
- Generous employer matched pension plan
- Internal training & development events
- Mentorship program
- Innovative, collaborative & creative work environment

- Competitive base salary
- General time-off policies
- Holiday office closure
- Value diversity and inclusiveness

Please forward your resume, cover letter, including salary expectations, with
Bilingual Volunteer Recruitment Officer in the subject line to:

Jennifer Rovet, Recruitment Manager
jrovet@catalystplus.org

Application deadline: May 20, 2024

Catalyste+ is an equal opportunity employer. We thank all applicants for their interest, but only those selected for an interview will be contacted.

In the spirit of peace, friendship and respect, we recognize that our work takes place on traditional Indigenous territories across Canada. We also wish to acknowledge that the Catalyste+ office in Toronto is located on the traditional Indigenous territory of the Huron-Wendat, Haudenosaunee, the Anishnabeg, the Chippewa and the territory of the Mississaugas of the New Credit. In Montreal, our office is located on the unceded territory of the Kanien'kehá:ka.