



info@migrainecanada.org

Leader: Volunteer Management

Migraine Canada is looking for a talented, passionate and enthusiastic volunteer to take ownership of the non-profit's marketing, communication and social media activities.

Leader positions require the ability to independently move a project forward and a commitment of 6 to 12 months. An initial evaluation of the collaboration will take place 4-8 weeks after the initiation of the work.

Key Roles and Responsibilities:

- Develop a Volunteer Management strategy
- Create and refine Volunteer Position descriptions
- Manage and update the Volunteer Database
- Review and improve the Volunteer Policy
- Manage contacts and logistics with Volunteers, including task allocation
- Ensure the completion of tasks, and gather feedback
- Address potential conflicts or difficult situations with volunteers
- Issue Volunteer certificates

Skills and Qualifications

- A post-secondary diploma or degree
- Experience in volunteer management
- Familiar with Volunteer.ca materials and resources
- Excellent time management, organizational and communication skills
- Ability to manage personal conflicts and flexibility in adjusting to unforeseen situations

Please fill our [online registration form](#) and send your cover letter and resume to Dr Elizabeth Leroux, Migraine Canada's Chair, at migrainecanada@gmail.com

About Migraine Canada

Migraine Canada is a national non-profit organization. Migraine Canada's mission is to improve the lives of Canadians with migraines and other headache disorders through awareness, support, education, advocacy and research.

To learn more about help and support please visit MigraineCanada.org