

Role: Outreach and Volunteer Relations Assistant (Hybrid, Unpaid)

About the Centre for Grief and Healing:

The Centre for Grief and Healing provides free, compassionate grief support to individuals aged 6 and up. We offer a variety of group programs tailored to different age groups and types of loss, including Child Loss, Partner Loss, and Parent/Guardian Loss. Our services aim to support individuals through the grieving process and provide a network of understanding and care.

Position Overview:

We are seeking a motivated and compassionate student to assist with outreach efforts and volunteer relations at the Centre. This co-supervised position will provide hands-on experience in community outreach, volunteer coordination, and client support. The student will work closely with the **Volunteer Manager** and **Outreach Coordinator**, gaining valuable skills in nonprofit operations and volunteer engagement.

Key Responsibilities:

- **Volunteer Relations Support:**
 - Help organize volunteer appreciation events and initiatives to recognize their contributions.
 - Shadow and facilitate groups after completing the grief facilitator training.
 - Shadowing groups is part of the facilitator training, and part of supporting the volunteering related roles to observe other facilitators for evaluation purposes
 - Supporting volunteer communications by creating newsletters
 - Volunteer scheduling related administrative tasks
 - Volunteering related outreach projects and group facilitation projects as needed
- **Outreach Activities:**
 - Support outreach efforts by helping to develop and implement strategies to raise awareness about our grief support services.
 - Represent the Centre at community events, school fairs, wellness workshops, and other outreach activities.
 - Assist in coordinating information sessions for potential clients and volunteers.
- **Program and Event Support:**

- Help with the organization and promotion of grief support programs and events.
- Support outreach communication efforts by assisting with social media posts, email campaigns, and promotional materials.
- Assist with client intake processes and provide support during group sessions as needed.
- **Administrative and Operational Support:**
 - Maintain and update outreach and volunteer databases.
 - Assist with scheduling and organizing volunteer shifts and events.
 - Support the team with general administrative tasks, including data entry, file organization, and document preparation.

Position Requirements:

- **Availability:** Must be available to work both remotely and in the office as needed, with flexibility for occasional in-person events.
- **Vulnerable Sector Check:** A current Vulnerable Sector Check is required.
- **Proficiency in Tools:** Comfortable using platforms such as Google Drive, Gmail, and social media (Facebook, Instagram, LinkedIn). Familiarity with Canva for creating promotional materials is an asset.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to engage and collaborate with volunteers, community members, and staff.
- **Organizational Skills:** Ability to prioritize tasks, manage time effectively, and maintain attention to detail.
- **Compassionate Nature:** A genuine desire to support those who are grieving, along with a passion for helping others in a volunteer or nonprofit setting.
- **Experience with Grief:** While lived experience with grief and loss is required, an understanding and empathetic approach to the grieving process is beneficial.
- **Professionalism:** Interacting with all participants, volunteers, students, and staff in a professional manner which includes remote interactions in virtual groups and meetings (such as, not using a phone during interactions or browsing the internet while in online meetings/groups)
- **Ability to work with self-direction and independence:** As a remote placement, it is important for the student to be able to work independently.

Preferred Attributes:

- Strong interpersonal skills, including the ability to connect with diverse groups of

people.

- Ability to work both independently and collaboratively with a team.
- Interest in nonprofit work, community outreach, and volunteer management.

Co-Supervision:

This position will be co-supervised by the **Volunteer Manager** and the **Outreach Coordinator**, providing students with a unique opportunity to gain experience in both volunteer management and community outreach.

Diversity and Inclusion Statement:

We are committed to fostering a space that celebrates diversity, equity, inclusion, and accessibility. We encourage individuals from all backgrounds to apply, particularly women-identifying individuals, racialized and Indigenous peoples, people with disabilities, and 2SLGBTQ+ individuals. We believe that a diverse team enhances our ability to meet the needs of the communities we serve.

Application Instructions:

1. Email your resume and cover letter to **Samantha Jennings Willan (she/her)** at at volunteering@bereavedfamilies.ca
2. Include your name, program, year, availability, and any field experience requirements in the body of your email.
3. Please fill out our online application: <https://www.bereavedfamilies.ca/volunteering>

This position offers an exciting opportunity to build skills in volunteer management, outreach, and community engagement while supporting individuals and families experiencing grief.

We look forward to receiving your application!