



Project Administrator

Primary Functions:

The Project Administrator will be responsible for administering and developing a number of new programs involving volunteer recruitment, coordination and capacity building, innovative partnerships and resource development.

Responsibilities will include (but will not be limited to):

- Recruiting and orienting new volunteer committee members as well as working closely with and supporting team leaders.
- Reorganizing and evaluating our volunteer database.
- Work with a small team on new safety policies and training initiatives to ensure that the workplaces are healthy, safe and enjoyable for both staff and volunteers.
- Creation and review of volunteer job descriptions.
- Develop a Crew Leader Program. Test and evaluate this new program.
- Lead and administer the Women Build 2011 Program.
- Administer and organize a ReStore Salvage Program.
- Work on our Innovative Partnership Strategy including the Institutional Partnership Program and the Non Traditional Affordable Housing Partnership Program.

Skills:

- Proven ability to work independently and as part of a team.
- Excellent organizational and administrative skills.
- Ability and experience working with and coordinating volunteers.
- Understanding of financial budgeting, tracking and reporting.
- Ability to prioritize, set objectives and adhere to strict timelines.
- Highly motivated, with experience in a leadership role.
- Possess strong communication skills and ability to engage and develop strategic partnerships.

Terms of Employment

- 40 hours per week for 18 months.
- Start date to be ASAP
- Salary of \$34K per year.

Please apply by:

Email: info@habitatpeterborough.ca or Fax: 705-775-0621