

Volunteer Engagement Manager

[Carbon Conversations TO](#) (CCTO) is a volunteer-run group that aims to motivate individuals in Toronto communities to express their concerns about climate change while gaining tools and resources to help them reduce their carbon footprint. Our program is designed using reputable [Carbon Conversations](#) materials developed by psychotherapist Rosemary Randall and engineer Andy Brown in the UK. We have been delivering the program in Toronto with great success since 2018 and we continue to expand our reach and impact each year.

As a team, we value:

- Self-care and achieving a healthy balance with our different life priorities
- Finding a role that meets our team members' interests and the opportunity to grow and expand their skill set
- Professionalism & accountability to help us achieve our joint mission and desired impact
- Supporting each other in the climate action journey

What you would be doing:

You would be part of the management team and be key in helping us build a healthy and strong team! This includes creating opportunities for our current group of volunteers to stay connected and motivated and leading the processes of growing our team. Your tasks may specifically include:

- Leading processes to keep volunteers connected, updated, and collaborating effectively
- Creating volunteer policies and procedures for a healthy culture where both volunteers' and the organization's interests are met
- Sharing volunteer engagement best practices with the CCTO leads and provide guidance in the case of conflict or role mismatch
- Developing and implementing effective strategies to recruit volunteers with the right skills at the right time to match the goals and vision of CCTO
- Organizing team events to celebrate collective impact and recognize individual team member contributions

Key Skills and/or Experience:

Applicants do not need to possess all of the below requirements, but should possess some of the following:

- Experience as a volunteer coordinator, volunteer manager, or in a managerial role supporting a team

- Strong analytical, leadership and planning skills
- Strong interpersonal skills and ability to work with diverse types of people
- Excellent organizational and time management skills, and ability to work with limited resources, seize opportunities and think creatively
- Good work ethic, a flexible and non-judgmental approach to people
- Confidence in making difficult and complex decisions
- Ease and familiarity with or willingness to learn GSuite

Would be considered an asset:

- Experience in a volunteer-based setting as our full organization is run by volunteers
- Experience setting strategic direction for a team or organization
- Interest/experience in: psychology, behaviour change, counseling or related areas

Timing and Commitment: 1-year commitment to the volunteer role and approximately 15-20h per month.

Perks:

- Join and connect with a community of passionate humans who are all working together to normalize climate action through a unique approach that is based on climate psychology.
- Make a difference and support others in their journey of climate action.
- Develop skills in strategic thinking, project management, and volunteer engagement as you take the lead on a foundational pillar in CCTO's mission and key principles.
- Feel how you can make a difference and support others in their journeys of climate action.

How to apply: Share with us why you are interested in this role and your resume by Monday, September 19th to info@carbonconversationsto.com. Please write 'Volunteer Engagement Manager Application' in the email subject line.