

**Overall Purpose:** Power To Be is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. At Power To Be people are crucial to the operation of our organization and play an integral role in a variety of different ways throughout programs, operations, community impact and fundraising in Victoria and Vancouver. The People & Culture team is responsible for the recruitment of both employees and volunteers, as well as supporting a positive culture and experience at Power To Be.

The People & Culture Admin Volunteer will assist the team with various projects and initiatives to support the well being of Staff and Volunteers at Power To Be, including engagement strategies, HR policy, research, and general administrative support. This role will provide a unique experience learning the structure and processes behind running a dynamic people services program within a local non-profit organizational setting. Power To Be is committed to working with the successful candidate to build upon personal goals and develop highly transferable skills.

### **SPECIFIC ROLE RESPONSIBILITIES:**

#### **Administration**

- Provide administrative support such as filing, data entry, and/or other related office tasks as required.
- Support with research and various projects relating to HR and Volunteer Management
- Assist with engagement initiatives for staff and volunteers

#### **People**

- Be in regular communication with direct supervisor; assist other staff with their responsibilities as needed.
- Use discretion and be professional while handling confidential information.
- Contribute to a positive and dynamic working culture congruent with *Power To Be's* values.
- Adhere to all *Power To Be* policies and guidelines, and applicable legislation as they relate to staff and volunteer practices.

*Performs other related duties as interested*

#### **Role Requirements:**

The successful candidate will

- Be personable, organized, and professional
- Be a strong communicator, friendly, and a team player who is aligned to *Power To Be's* mission and values.
- Be familiar with the Microsoft Office suite, specifically Outlook, Word, Sharepoint, and Excel
- Provide proof of full vaccination against Covid-19

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, A Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRA) will be required.

**Particular Working Conditions:** The position will include remote and in-person work. In-person tasks will require weekday availability during our normal business hours (9:00am-5:00pm). Our office is in a rural area with no public transportation, volunteers must have their own means of transportation. In consideration of the mission we serve, it is preferred that the People & Culture Admin Volunteer enjoys an active lifestyle and has aligning values with Power To Be.

**Location:** Hybrid; Remote work, with occasional shifts at our Prospect Lake office (Victoria, BC)

**Reports to:** People & Culture Team

**Hours:** Minimum of 4 month commitment. Shifts to be determined based on availability.

Ideally the volunteer will be able to commit to 2-4 hour shifts once a week.

**To Apply:** Complete our application form and upload your resume [here](#) (\*Please select "People & Culture Admin Volunteer" under Volunteer Opportunities).