



East Wellington Community Services (EWCS) is looking for a full-time (34 hours/week) Coordinator, Transportation & Volunteer Services. EWCS is a community-impact organization that addresses the health and care, transportation and social service needs of individuals and families in East Wellington.

Position Overview:

As an essential member of the Volunteer & Transportation Services Team, the incumbent coordinates the delivery of an array of operational support services to the agency and general public with emphasis on the coordination of transportation services. This includes client intake, scheduling rides, keeping client files up to date and producing statistics for the agency and funders. The incumbent is a key liaison with volunteers including drivers and assistants to the retail thrift store. This includes administering schedules and maintaining data. The incumbent also answers phone calls, greets visitors and provides information and referral services by responding to public inquiries.

Qualification Criteria:

- Post-Secondary education or combination of education & experience in office administration, social services or related discipline;
- 2- 3 years of experience related to social service provision;
- Accuracy and detailed oriented;
- Knowledge of the local geographic area;
- Strong organizational and time-management skills;
- Well developed interpersonal, written and verbal skills and demonstrated ability to form effective working relationships;
- Mature, caring self directed individual;
- Competence in computer applications such as Microsoft Office, Excel, Publisher and Outlook;
- Familiarity with Nesda Trak data management systems an asset;
- Current First Aid/CPR certificate an asset;
- Must possess a valid driver's license and have reliable transportation.

Please submit your resume via email by **Sunday, August 25, 2024 at 11:59pm** to Barb Carscadden at barb.c@ew-cs.com .

We thank all applicants for their interest but will only be contacting those selected to attend an interview. EWCS is an equal opportunity employer encouraging applications from qualified individuals from diverse groups including Indigenous peoples, visible minorities, persons with disabilities, persons of all sexual orientation or gender identity and other grounds identified under the Ontario Human Rights Code. EWCS will provide information and/or accommodation pertaining to this job posting and/or the recruitment process in an accessible manner upon request.