

Position: Organization Development Coordinator - Arts Awards Program

Staff Liaison:	Joy Kramer, Administrator	519-747-8537
Volunteer Services Contact:	James Nye	
Website:	www.kwartsawards.ca	

Objective:

- Provide support services to a highly-regarded community arts recognition program.

Responsibilities:

- Be introduced to organization development issues of the Arts Awards including not for profit incorporation, Board development and volunteer
- Become familiar with all organizational issues contained in Arts Awards 3-year plan
- Liase with committee to determine what organization wants to do over time and priorities
- Liase with outside legal in-kind provider (Gowlings) regarding organizational issues around incorporation
- Develop recommendation and timing for accomplishing Arts Awards organizational changes to present to committee
- Bring own experience and ideas to bear on the issue of organizational change for not for profit organizations such as the Arts Awards
- Research ideas and recommendations from other not for profit organizations to bring benefit of experience of other organizations around organizational changes
- Attend and vote at committee meetings as needed

Place: TBA

- Meetings are arranged by the committee.
- Volunteer will also work at home.

Time Commitment:

- year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- work load moderately increases closer to two Arts Awards events in the spring.
- attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required.

Qualifications:

- Understanding of volunteer organizations and needs of volunteer organizations
- Understanding of or an interest in developing an understanding of organizational changes that non for profit organizations undergo and benefit from
- Good interpersonal skills
- Responsible, organized team-player
- Computer and email skills preferred
- Experience in not for profit organizations undergoing change would be a plus, but not required

Benefits:

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers

Screening Requirements:

- Satisfactory interview

Additional Information:

- use of personal computer, printer, and email is preferable