

Volunteer Engagement Manager

[Carbon Conversations Toronto \(CCTO\)](#) is a volunteer-led group founded to help individuals find hope in the climate crisis. Climate change can leave individuals feeling hopeless and unmotivated. CCTO aims to help people feel more equipped and motivated to talk about climate change and take climate action. Our program is designed using reputable [Carbon Conversations](#) materials developed by psychotherapist Rosemary Randal and engineer Andy Brown in the UK.

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 team to stay connected and motivated, and leading the processes in growing our team.

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

Key Skills and/or Experience:

- 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.
- Strong ease and familiarity with GSuite and Microsoft Office.

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, behavioural change, counselling or related areas.

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

Perks:

- Join a community of passionate individuals who are all working together to normalize climate action through a unique approach that is based on climate psychology.
- [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.
- Feel how you can make a difference and support others in their journey of climate action.

How to apply: Share with us why you are interested in this role and your resume by **Thursday, July 29th** to carbonconversationsto@gmail.com. Please write '*Volunteer Engagement Manager Application*' in the email subject line.