



About Us

The Edmonton Folk Music Festival is comprised of a mighty team of 12 staff and over 2500 volunteers that produce an annual folk festival at Gallagher Park with the purpose of celebrating diverse, affordable folk music, sharing meaningful, inclusive experiences, and building community for its volunteers, artists, vendors, patrons, and the people of Edmonton, Alberta.

The Role

The Assistant Manager of Volunteers is one of two staff in the Volunteer Office. Under the direction and supervision of the Manager of Volunteers, this person is a staff representative to all volunteers, and a representative of the volunteer program for the public, fellow staff, and board members. Focusing on administrative tasks, the person in this role should strive to make operations more efficient and effective for everyone who interacts with the volunteer program, including volunteers and staff.

This is a salary position with full time hours from April-Sept and part-time hours for the balance of the year. The salary range for this position is \$48,000 - \$52,000 (per annum) depending on relevant experience.

Responsibilities:

- Assist in the recruitment, orientation and training of volunteers
- Manage volunteer social media accounts (Instagram, Facebook, Twitter), update volunteer content on the EFMF website and create content for volunteer e-newsletters
- Work with Manager of Volunteers to manage volunteer database
- Assist volunteer coordinators with schedule input and maintenance in volunteer database
- Work with other staff on volunteer program related projects (eg. staff managing parts of festival operations)
- Manage background check program for incoming and existing volunteers
- Liaise with crew coordinators to arrange for volunteer t-shirt orders
- Assist with creation of communications related documents for volunteers (eg. volunteer pocket guide, training guides)
- Help facilitate crew meetings, including working with other organizations who may offer additional training opportunities
- Other misc. office duties (email maintenance, filing, Google Drive management, etc.)
- Be on call during festival weekend

Qualifications:

- Minimum 2-year diploma to related event management, communications, or volunteer management or equivalent experience
- Experience working alongside volunteers, or supervising volunteers
- General knowledge of Google Suite systems, data processing, and experience with databases (Better Impact or alternate)
- Strong communication skills, comfortability speaking publicly, organizational and administrative skills
- This position requires some lifting, loading and unloading of event items and equipment
- During the weeks leading up to the Festival, longer hours including some evenings and weekends will be required
- An understanding of the not-for-profit arts environment and community is considered an asset

The Edmonton Folk Music Festival is an equal opportunity employer who encourages applications from traditionally underrepresented groups such as women, members of Black, racialized or visible minority communities, Indigenous Peoples, people identifying as 2SLGBTQ+, and people with disabilities.

Qualified applicants are invited to send their cover letter and resume to **volunteers@edmontonfolkfest.org** on or before March 29, 2023.
Email subject line: Assistant Manager of Volunteers Application.

We thank you in advance for your applications, and please note that only those chosen for interviews will be contacted.