



JOB POSTING

Date Posted: August 14, 2026

Role: Outreach and Volunteer Engagement Coordinator

Term: 1 year contract with the possibility of renewal

Salary: \$50,000 CAD - \$57,000 CAD

Location: 44 Mobile Dr, Toronto, ON (onsite)

Reports to: Director of Programs

If you're looking for a fast-paced environment where you can realize your potential and make a real difference in your community then **JOIN US!**

At New Circles Community Services, our mission and vision is to empower people to build better lives by providing basic needs such as clothing, connections and training. We're committed to delivering high-quality, coordinated communications that strengthen relationships with our donors, partners, and the community members we serve.

Help us tell our story and grow our impact by bringing your experience as an **OUTREACH & VOLUNTEER ENGAGEMENT COORDINATOR** to our office in Toronto, where you will perform a variety of tasks, some of which are listed below:

- Combination of office-based, program-site, and community-based work at New Circles and partner locations
 - Occasional evening or weekend work required may be required for events, outreach activities, volunteer recognition, and community initiatives
 - Some local travel within Toronto and the Greater Toronto Area may be required
 - Combination of office-based, program-site, and community-based work at New Circles and partner locations
 - Occasional evening or weekend work required may be required for events, outreach activities, volunteer recognition, and community initiatives
 - Some local travel within Toronto and the Greater Toronto Area may be required
 - Lead community and employer outreach, build and maintain partner relationships, and manage the organization's volunteer program
 - Connect newcomer clients to mentorship, internship, and employment-related opportunities, and work closely with program teams to ensure outreach and volunteer activities are tracked, reported, and integrated with client services
 - Represent New Circles at community events, newcomer fairs, outreach tables, networking meetings, and presentations
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- Coordinate both in-person and digital outreach communications, including promotional materials, e-newsletter content, social media updates, and partner communications
- Engage employers to participate in mentorship, internship, and work placement programs, and work with program staff to match participants to opportunities based on their goals, skills, and readiness
- Manage the full volunteer cycle; recruitment, screening, interviewing, onboarding, orientation, and scheduling
- Plan volunteer appreciation and recognition activities, and monitor satisfaction and retention trends to recommend program improvements
- Work with program teams to align outreach and volunteer support with client service needs, seasonal demands, workshops, and events

What we are looking for:

- Post-secondary education in Social Work, Community Development, Volunteer Management, Human Services, Communications, Public Relations, or a related field
- An equivalent combination of education and relevant experience may be considered
- 1-2 years of recruitment and onboarding experience
- 1-2 years of experience in community outreach, volunteer coordination, settlement, employment services, social services, or non-profit program support.
- 1-2 year's experience building employer partnerships, engaging business or industry stakeholders, or coordinating mentorship, internship, work placement, or employment pathway initiatives is an asset.
- Knowledge of community resources and service networks in Toronto and the Greater Toronto Area.
- Understanding of anti-oppressive, trauma-informed, culturally responsive, and equity-centred service delivery.
- Ability to communicate in one or more languages commonly spoken by New Circles clients, such as Arabic, Bengali, Dari, Farsi, Hindi, Spanish, or Urdu, is an asset.
- Cultural humility and ability to work respectfully with newcomers, refugees, low-income residents, seniors, youth, and diverse community partners

WHY JOIN US?!

- Competitive salary and benefits – salary range of \$50K – 57K
- Dental and Extended Health Care
- On-site Parking
- Company events
- Great work environment where in this small team, each member is valued for their contributions and efforts.

New Circles Community Services is an equal opportunity employer committed to fostering an inclusive, equitable, and accessible workplace. We value the diversity of the communities we serve and welcome applications from individuals of all backgrounds, including but not limited to newcomers, refugees, racialized persons, Indigenous Peoples, persons with disabilities, members

of 2SLGBTQIA+ communities, women, and individuals with lived experience of poverty, migration, settlement, or other systemic barriers.

We are committed to providing accommodation throughout the recruitment and selection process in accordance with applicable human rights legislation, therefore applicants requiring accommodation are encouraged to advise us of their needs at any stage of the process.

We review every resume and consider all candidates who share our commitment to providing high-quality services. We thank all applicants for their interest; however, only those selected for an interview will be contacted. NOTE: depending on the job posting site, AI may be used to aid in the assessment of candidates.

To apply for the position, please send your resume and cover letter in one pdf document to Sheeba Colvine, Director of Programs at sheeba@newcircles.ca .

“We work together to provide basic needs, empower people and build better lives.”
