



Saskatchewan Cerebral Palsy Association
**COMMUNITY CONNECTIONS LIAISON
VOLUNTEER ROLE**

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The **Saskatchewan Cerebral Palsy Association (SCPA)** is a registered nonprofit charity focused on helping individuals with **cerebral palsy and other disabilities in the province of Saskatchewan. Programs and services offered include member support, recreational, and adaptive equipment subsidies, member picnics, events, and community connections activities. Community Connections Liaison – Volunteer is a home-based position, with travel required to different event locations in Regina.**

Responsibilities -

Program Coordination:

- Assist with organizing and planning of programs, including Community Connections Program, and other recreational and support activities
- Assist in registration & surveys of Programs
- Assist with receive/follow up on emails and calls regarding inquiries of programs and community resources (document in LACRM)
- Assist clients to determine appropriate programs
- Assist with planning and implementing community connections online and in-person events
- Assist with preparing reports on events and participation
- Assist with monitoring social media channels and respond to inquiries

- Assist with submitting monthly Community Connections Board Report
- Assist the Interim Executive Director in the planning of the AGM, and agency events
- Assist in fundraising events

Other:

- Ensure that all SCPA procedures, policies and specified requirements are adhered to

Qualifications and Skills:

- Experience in social services, community development, outreach, social media, and project coordination is required
- Ability to design, organize and facilitate events and group presentations
- Excellent presentation, strong oral and written communication skills
- Detail oriented, highly organized, and able to set priorities with minimal supervision
- Strong computer skills including Microsoft Suite, email, database management software, social media and other online platforms which enhance communications

Volunteer Coordination

- Assist with recruiting volunteers for SCPA events and activities throughout the year
- Assist with ensuring efficient administration of the volunteer at different events and programs

Administration:

- Ensure that emails/mail is recorded into Google Drive (ie: invoices, Paypal Receipts). Hard documents are to be sent to the Interim Executive Director

How to apply:

- If you are interested, please email your resume and cover letter to Mariana Nimara, Interim Executive Director, at mariana@cpsk.ca