

The Students' Association of Mount Royal University (SAMRU) is a medium-sized, student-focused, charitable organization with a mission to represent and serve students. SAMRU is currently seeking an enthusiastic professional to support the provision of needs-based services.

Support Services Coordinator

The Peer Support Centre offers many needs-based services including emergency financial services, a free breakfast program and a food bank depot as well as peer-to-peer consultation, referrals, and general information and support.

The Centre's Coordinator will be responsible for overseeing the day-to-day operations of the centre; training, directing, supervising, and coaching volunteers in the process of program delivery; ongoing relationship-building and liaising with appropriate personnel from internal and external agencies. The Coordinator will also be responsible for providing back-up support for student advocacy support services; assisting students as they navigate processes relating to their academic life at Mount Royal University.

The successful candidate should possess:

- a relevant post-secondary degree;
- proven interpersonal and conflict management skills;
- excellent listening skills with an empathetic approach;
- education and/or experience in volunteer training and management;
- excellent customer services skills;
- excellent judgement and the ability to manage personal boundaries;
- discretion and the ability effectively maintain confidentiality;
- financial management experience;
- proficiency with MS Office and Google Workspace;
- excellent communications skills, both verbal and written;
- well-developed organizational skills with the ability to keep accurate records.

The successful candidate will be required to work occasional evenings and weekends.

The salary for this position is \$43,500 per year with excellent benefits including a 35 hour work week.

Candidates are invited to submit their resume with cover letter no later than 3:00 pm on Friday, August 12, 2022 to Lisa Antichow at hr@samru.ca.

No telephone inquiries please. Only those candidates selected for an interview will be contacted. For more information about our organization, please visit our website at:
www.samru.ca