



JOB DESCRIPTION

Job Title:	Volunteer and Logistics Manager
Organization:	Doctors of the World Canada (DoW)
Location:	Victoria, B.C., Canada
Immediate Supervisor:	Nurse Program Coordinator
Job type:	Full time 35 hours per week – Temporary position
Anticipated start date:	As soon as possible

Applicants must have the right to work in Canada

SUMMARY

The Doctors of the World (DoW) Mobile Health Clinic offers primary care to the street community in a variety of locations and settings across Greater Victoria. The Volunteer and Logistics Manager is responsible for managing the administrative aspects of the Mobile Health Clinic program, volunteer engagement, calendars to be distributed to community partners, and organizing various meetings. This role support the Nurse Program Coordinator in Victoria and provides support for philanthropic development and communications.

RELATIONSHIPS

This position reports directly to the Nurse Program Coordinator in Victoria. The person will also work in close contact with the members of the Médecins du Monde team in Montreal, especially the Director of Operations and the Director of Philanthropy, as well as the Communications team.

ACTIVITIES

Mobile Health Clinic logistics

- Create and distribute the Mobile Health Clinic schedule in collaboration with partners
- Assist the Nurse aboard the Mobile Health Clinic during scheduled outings as necessary
- Monitor the temperature of the refrigerator containing the vaccines
- Order office, medical and harm reduction supplies
- Prepare monthly expense reports
- Replenish the documents and leaflets of the mobile clinic
- Administer and extract data from the electronic medical records system (EMR)
- Complete administrative tasks as responding to requests, submitting forms, renewing memberships, insurance etc.

Volunteer Management

- Organize and facilitate volunteer recruitment sessions
- Coordinate the schedule of volunteers and partners for outings
- Provide training, orientation, supervision, support and recognition for volunteers
- Manage the volunteer database



Fundraising and Communication

- Contribute to the implementation of the fundraising strategy and action plan for soliciting major donations in BC;
- Gather information about prospective donors/funders (Mission, profile, donation amounts, history and recurrence);
- Maintain relationship as required by Montreal's office, with Telus, our major corporate partner in BC;
- Support in the drafting of requests for financial support to funding agencies and major donors
- Produce statistical and explanatory reports every three months for major funders
- Assist with report writing and providing content for DoW's annual report
- Assist the Communications team with content for the DoW social networks and website, in English

Relations with stakeholders

- Represents the organization in Victoria area at events and other official meetings (with the Nurse Program Coordinator)
- Maintain excellent relationships with community partners (Organizes and facilitates community meetings as required) and donors
- Manage up-to-date contact information and mailing lists for partners and supporters
- Provide support to the university research project team

WORKING CONDITIONS

- Remuneration according to the salary scale of DoW Canada
- Work is primarily performed in an office environment as well as remotely (subject to negotiation with Nurse Program Coordinator)
- Competitive benefits offered (group insurance, pension plan)

PROFILE

Qualifications:

- University diploma in administration or management or any other relevant training
- Minimum of three years of experience with administrative tasks

Knowledge:

- Understanding of the determinants of health
- Interest and understanding of substance use and harm reduction
- Knowledge of the medical environment
- Knowledge of the agencies in Victoria
- Knowledge about grant-writing to major donors;
- Basic knowledge in philanthropy;
- Good knowledge of social media platforms

Skills:

- Excellent understanding of MS-Office and information systems
- Excellent knowledge of spoken and written English
- Spoken French is an asset
- Ability to work a multidisciplinary team



- Effective verbal and written communication
- Understanding of EMR (MedAccess), an asset

Interpersonal skills:

- Demonstrate leadership
- Articulate
- Great open-mindedness
- Work autonomously
- Be adaptable
- Sense of humor
- Customer approach (respect of commitments, proactivity and responsiveness);
- Professional attitude (ethics, professionalism);
- Autonomy and ability to work without direct supervision
- Judgment capacity;
- Creativity and innovation;
- Diplomacy and ability to establish and maintain privileged relationships;
- Respect for people;
- Commitment of confidentiality and discretion.

MORE INFORMATION AND HOW TO APPLY:

For more information about the Doctors of the World Mobile Health Clinic in Victoria please visit:
www.doctorsoftheworld.ca/mobile-clinic-victoria/

Please send your resume along with a letter describing your motivations to the following email address :
info@medecinsdumonde.ca

We subscribe to the equity principle in terms of employment. Only those selected for interview will be contacted.