



Vancouver

JOB POSTING

July 17, 2026

ABOUT THE ROLE	
Title	Coordinator, Volunteer Engagement
Location	201-5118 Joyce St, Vancouver, BC / In-Person
Job Type	Permanent, Salaried 20 hour work week, on-site Wednesday-Saturday (hours to be determined)
Compensation	\$28,080 (Commensurate with skills and experience) 7.5 vacation days, plus paid office closure at year-end
Closing Date	Friday, July 31, 2026 or until filled
Start Date	ASAP

WHAT WE DO

Dress for Success Vancouver is a registered charity that empowers women and gender-diverse individuals to achieve economic mobility through a network of support, professional attire, and development tools. Our programs – Dressing Services, Workshops, and the Working Women’s Group – are delivered by a passionate team of staff and 400+ volunteers.

WHAT YOU’LL DO

The **Coordinator, Volunteer Engagement** is responsible for the implementation of the full volunteer lifecycle strategy across DFSV. This role leads all aspects of volunteer program coordination, ensuring the program aligns with DFSV’s values, programming priorities, and the communities we serve.

This position implements volunteer info sessions, intake, onboarding, ongoing coordination for client-facing opportunities, and donor and volunteer events. It plays a critical role in fostering a safe, inclusive, and respectful volunteer experience, one that reflects our commitment to equity, trauma-informed practice, and community care.

201-5118 Joyce St, Vancouver, BC V5R 4H1

hello@dfsvancouver.org | dfsvancouver.ca | 604 408 7923

Charitable Registration: 870628229 RR 0001



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WHY YOU'LL LOVE THIS ROLE

You will love this role if you:

- Appreciate variety in your work
- Value the opportunity to implement new strategies
- Are a people person - engaging with volunteers lights you up!
- Appreciate a balance between independent and collaborative work - the agility of a small team works for you
- Are comfortable with systems and technology, and value their importance in meaningful volunteer engagement
- Love a cause where the impact is tangible, every single day

WHAT YOU BRING

Education and Experience

- Minimum 2-3 years of progressive experience coordinating volunteers across multiple functions, including recruitment, selection, and support
- Experience coordinating events in a non-profit or community-based context
- Experience in a non-profit, social services, or community-based organization is strongly preferred
- A degree or diploma in Human Resources, Volunteer Management, Social Services, or a related field is an asset

Knowledge, Skills & Abilities:

- Organized and detail-oriented, with strong time management and the ability to handle competing priorities across multiple programs and event streams
- Proficient public speaker and group facilitator, with experience delivering presentations and orientations to small and large groups
- Demonstrated ability to manage interpersonal situations and resolve performance concerns with sound judgment, diplomacy, and discretion
- High empathy, active listening, and conflict resolution skills; able to function as a trusted neutral resource for volunteers
- Highly collaborative with the ability to work effectively across teams and alongside program staff
- Proficient with technology and able to troubleshoot common technical issues
- Willingness to learn and adapt in a dynamic non-profit environment

Tools & Systems

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- Prior experience with G-Suite, Zoom, Mailchimp, Salesforce, Acuity, Canva, Vimeo, and Typeform is strongly desired
- Experience with volunteer management database systems is an asset

JOIN US

We recognize that experience comes in many forms. If you meet most of the following, we encourage you to apply. Please fill out the online application and submit your cover letter and resume. [Application Link](#)

****We know that AI is helpful when applying for jobs, but please ensure that the application is in your voice! It will help you stand out.***

We are committed to creating a workplace that is inclusive, equitable, and reflective of the communities we serve. We welcome applications from all qualified candidates and particularly encourage those from equity-deserving communities to apply. If you require accommodations, or have other questions, please contact us at hello@dfsvancouver.org. Employment decisions will be based on qualifications, transferable skills, lived experience, and organizational needs. While we appreciate all applicants, only those selected for an interview will be contacted.

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