

## JOB POSTING

Nikkei National Museum & Cultural Centre

### VOLUNTEER COORDINATOR

The mission of the Nikkei National Museum & Cultural Centre (NNMCC) is to honour, preserve, and share Japanese Culture and Japanese Canadian history and heritage for a better Canada.

Terms: part-time (8-35 hours/week based on event requirements), Tuesday-Saturday (with expectation to adjust schedule depending on events).

Nikkei National Museum & Cultural Centre is currently seeking an individual who will lead the volunteer needs of the organization and lead the ongoing volunteerism development to provide the support the Nikkei National Museum & Cultural Centre (NNMCC) requires to offer a welcoming centre for those that need cultural support such as Museum, Education and Cultural Programming, New Immigrant information.

## DUTIES

- Actively promote the benefits of NNMCC volunteerism.
- Coordination of a robust volunteer recruitment program.
- Support and act as an ambassador for NNMCC volunteerism.
- Continuous development of the NNMCC volunteer database.
- Seamlessly move through the needs of various volunteer programming needs.
- Support the volunteer requirements of Nikkei Centre events.
- Facilitate regular meetings of staff with Nikkei Centre to ensure that the policy and programs support best practice for volunteerism.
- The ability to coordinate a screening program that will include police background checks.
- A working command of the Japanese language would be a strong asset.
- Comfortable in a multi-tasking environment that supports arts, culture and heritage.
- This is a part time position with a salary range of \$14.00 per hour.
- Flexibility of hours work and ability to adjust schedule to support events. Hours of work could range from a minimum of 8 hours per week to a high of 35 hours per week based on the event needs of the organization.



#### QUALIFICATIONS AND SKILLS

- College diploma or university degree in the arts and hospitality-related field, plus minimum two years work experience; or the equivalent in work experience.
- Computer literate including MS Office and database, spreadsheets and word processing. Website experience is an asset.
- Excellent customer service skills and ability to communicate with diverse groups and individuals.
- Time management and organizational skills, ability to exercise good judgment.
- Experience supervising staff and volunteers.
- Ability to work under pressure and in a fast-paced environment.
- Knowledge of Japanese traditions and culture an asset.
- Fluent in English.
- Japanese Language skill is an asset.

#### APPLICATION

Please email your CV and cover letter to Manager, Culture & Partnership Engagement:  
Karah Goshinmon – [kgoshinmon@nikkeiplace.org](mailto:kgoshinmon@nikkeiplace.org)  
Applications will be accepted until position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

