

May 15, 2026

## Job Opening

### **Community & Volunteer Liaison (Independent Contractor)**

#### **Nikkei Seniors Health Care and Housing Society**

The Nikkei Seniors Health Care and Housing Society (NSHCHS) is a non-profit charitable organization dedicated to providing supportive housing, health care, and social programs for Japanese seniors. The Society operates Nikkei Home, a Supportive Housing and Assisted Living residence, and New Sakura-so, a housing complex for independent seniors aged 55 and over.

NSHCHS offers a person-centered approach to keep seniors safe and connected to the community. We value independence, respect, dignity, privacy, and choice.

This position is responsible for the coordination, administration, and ongoing development of volunteer engagement across NSHCHS programs and sites. The Community & Volunteer Liaison serves as the primary point of contact for volunteers and community partners, ensuring volunteer services align with organizational values, program needs, and regulatory requirements.

Details are provided below. We look forward to receiving your applications.

Position: **Community & Volunteer Liaison**

Number of Openings: 1

Employment Type: Employment Status: **Independent Contractor**

Contract term: June 1, 2026 -March 31, 2027

Scheduled Working Hours: 22.5 hours/week

Workdays: Flexible, onsite or remote work

Compensation: \$ 27500

#### **Job Summary**

Reporting to the **Activities Outreach and Volunteer Manager**, the Community & Volunteer Liaison (Contractor) is responsible for planning, coordinating, and overseeing all aspects of the Society's volunteer program. This includes volunteer recruitment, onboarding, training, scheduling, recognition, and compliance. The role supports operational departments by ensuring

volunteers are appropriately placed, supported, and aligned with program goals, while maintaining clear boundaries between volunteer and employee roles.

\* This is a **contract position** and does not include supervisory responsibility over employees. \*

### **Community & Volunteer Program Responsibilities**

- Develop, implement, and maintain a comprehensive volunteer program that supports NSHCHS programs, services, and special events.
- Serve as the primary liaison for all volunteers across Nikkei Home, New Sakura-so, outreach programs, and community initiatives.
- Recruit, screen, onboard, and orient volunteers in accordance with organizational policies and risk management practices.
- Coordinate volunteer placement in collaboration with program lead and managers.
- Maintain volunteer schedules, assignments, attendance, and participation records.
- Ensure volunteers receive appropriate training, role clarity, and ongoing support.
- Develop and maintain volunteer role descriptions and expectations.
- Implement volunteer recognition and appreciation initiatives.
- Address volunteer concerns, performance issues, or conduct matters in a timely and professional manner.
- Ensure volunteer engagement aligns with WorkSafe, privacy, infection control, and organizational policies.
- Support community partnerships related to volunteer engagement, including schools, cultural organizations, and community groups.
- Maintain accurate documentation related to volunteer hours, insurance, waivers, and compliance requirements.
- Provide regular updates and reports on volunteer participation, trends, and needs for leadership.
- Perform other related duties as assigned.

### **Communication & Relationship Management**

- Build and maintain positive, respectful relationships with volunteers, staff, residents, and community partners.
- Communicate clearly and professionally with internal and external stakeholders.
- Promote a culture of respect, inclusion, and confidentiality.
- Respond to inquiries related to volunteer opportunities and community engagement.
- Represent NSHCHS in community volunteer-related initiatives as required.



## Operational & Compliance Responsibilities

- Follow NSHCHS policies and procedures, including privacy and confidentiality requirements.
- Ensure volunteer activities comply with organizational standards and risk tolerance.
- Maintain accurate records and reports related to volunteer engagement.
- Identify gaps, risks, or opportunities related to volunteer services and communicate them to leadership.
- Support audits or reviews related to volunteer services as required.

## Qualifications, Skills, and Experience

- Demonstrated interest in collaborating with seniors and community-based organizations.
- Experience coordinating volunteers or community programs, preferably in a non-profit or health care environment.
- Strong interpersonal, communication, and relationship-building skills
- Demonstrated organizational and time-management skills with the ability to manage competing priorities.
- Ability to work independently with minimal supervision.
- Understanding of boundaries between volunteer and employee roles
- Demonstrated cultural competency and sensitivity when working with diverse populations.
- Knowledge of Japanese culture and the Japanese Canadian community is an asset.
- Proficiency in written and spoken English; Japanese language skills are an asset.
- Ability to use computer applications including word processing, email, and data tracking systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Physical ability to perform the duties of the role as required.

Your visa must be valid for the entire period at the time of application

- Canadian citizens, permanent residents, or individuals with a valid work permit
- Not eligible for visa sponsorship

Working language: English

- Target audience language: Japanese; preference given to those who can communicate in Japanese

How to Apply:

Send your resume/CV, Cover letter to [nhactivities@nikkeishc.com](mailto:nhactivities@nikkeishc.com)

~ We look forward to receiving your applications ~