



HALIFAX CHAPTER COORDINATOR

Deadline: November 22, 2019 at 5 PM AT

Tetra Society of North America

Location: Halifax, NS (Required)

Part-time

\$300 a month honorarium

Tetra Society of North America builds innovative solutions for people with disabilities to overcome environmental barriers, providing greater independence, quality of life, and inclusion.

The **Halifax Tetra Chapter is currently seeking a Coordinator** to support local volunteer activities of designing and building custom assistive devices for people with disabilities. At the core of Tetra are the personal relationships, key to developing devices that genuinely meet the needs of people with disabilities. The Chapter Coordinator will work with other volunteers, the Regional Coordinator and the National Program Coordinator to accomplish these tasks. The position reports to the Atlantic Regional Coordinator and Halifax Tetra Board of Directors.

The Tetra Society of North America is one of the six societies affiliated with and supported by the **Disability Foundation (DF)**. The DF and societies have been serving people with physical disabilities across Canada for almost 30 years. Our vision is to empower and inspire people with disabilities to re-imagine what is possible. Our mission is to provide opportunities for people with disabilities to empower their individual journey. We do this through Tetra Society, as well as the BC Mobility Opportunities Society, ConnecTra Society, Disabled Independent Gardeners Association, Disabled Sailing Association of BC, and Vancouver Adapted Music Society.

Responsibilities

1. **RECRUIT MEMBERS VOLUNTEERS AND PROJECTS:** Call health organizations, occupational therapists, disabilities groups and associations. Forward Tetra brochures and other relevant information. Recruit technically skilled volunteers that can effectively complete project requests and outreach volunteers to support recruitment and awareness.



2. **RAISE AWARENESS:** Make presentations to appropriate groups in the community to raise awareness of Tetra's services and benefits.
3. **PUBLICITY:** Contact local media (ie. newspapers, radio, television) to secure positive coverage of successful projects, partnerships and outstanding volunteers.
4. **COORDINATE MONTHLY MEETING:** It will be your responsibility to maintain contact, provide support, and motivation to volunteers. When a chapter has sufficient requests and volunteers to warrant a meeting, host a monthly volunteer meeting to match members and volunteers, to allow volunteers to socialize and exchange ideas and solutions. In the absence of regular monthly meetings, contact volunteers individually to respond to Request for Assistance Forms.
5. **REPORTING TO HEAD OFFICE:** Once a month, submit a brief report on activities using the appropriate report forms (including, activity reports, project reports and expenses).
6. **DOCUMENTATION & REPORTING:** Be sure all technical volunteers and persons requesting RFAs fill out forms properly and send copies to head office with report. Encourage the technical volunteers to document their projects through photographs and diagrams or drawings.
7. **INFORMATION:** Distribute and disseminate information as requested.
8. **FUNDRAISE:** Fundraise, as necessary, on behalf of local chapter to provide for operating expenses.

Requirements

- Knowledgeable around disability and assistive devices
- Detail oriented and highly organized
- Experience with outreach, volunteer recruitment and retention
- Clear and concise communication and presentation skills
- Comfortable with computers and technology, with strong administrative skills
- Experience with print, radio, and social media is an asset
- Track record of working successfully in a team environment
- Able to work independently
- Non-profit sector experience is an asset
- Current student or graduate of university degree, college diploma, certificate or other related educational program is an asset. (Examples of programs are occupational therapy, recreation or music therapy, other



- health and rehabilitation related fields, engineering, technology, trades, crafts, public relations, communications, journalism, etc)
- Must be located in Halifax
 - Weekend work may be necessary
 - After hours work may be necessary
 - Successful completion of related background check(s)

If you're looking for an opportunity to be part of an organization that is reimagining the possibilities for full inclusion of people with disabilities in our communities, we want to hear from you!

To apply, please email your resume and cover letter (**one document**) to **ajantzen@tetrasociety.org** with the subject line "Halifax Chapter Coordinator Application"

Please note that only applicants selected for interviews will be contacted.

The Disability Foundation and its affiliates are equal opportunity employers and prohibit discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with work environments free of discrimination and harassment. All employment decisions at the Disability Foundation are based on business needs, job requirements, applicant qualifications, and laws protecting the vulnerable sector, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, or cognitive disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.