**You:** Passionate about connecting with people and are not afraid to network and get to know other’s story. You have great interpersonal skills and are interested to learn and help expand the YWiB Vancouver by looking for next great team member to join us.

**Responsibilities:**

* Create, update and advertise open positions
* Assess and determine team fit by responding to applicants and conduct initial discovery phone calls
* Partner with other chapter portfolios to staff team members according to portfolio plans
* Support new member orientation by updating organization chart, maintain relevant documents, and conduct new member orientations
* Be an advocate for YWiB Vancouver in the community
* Work closely with VP HR to focus on team staffing and development strategy
* Assist with organizing internal training, socials and retreats.

**What we’re looking for:**

* Excellent verbal and written business communication skills
* Great time management skills; ability to multitask, prioritize, and work independently
* Comfortable with conducting phone calls
* Experienced in Microsoft Office (Word, PowerPoint, and Excel) and Google Suite
* Ideal but not required: previous experience or education in Human Resources

This volunteer position requires one year commitment with an average weekly commitment of 5 hours/week. Successful candidate is required to attend monthly all-team meeting on 1st Monday evening of the month.

Please submit a resume to Vancouver.volunteer@ywib.ca with the subject line “HR Coordinator – Your Name”