



83 Horsman St. Salisbury, NB, E4J 2H3

Phone: 962-3073 Fax 576-2204

Email: urbanruralrides@gmail.com

We are Hiring - Nous embauchons
Bilingual Ride Coordinator – Coordinateur(trice) de trajets bilingue
Full time, Work from Home - Temps plein, travail à domicile

Urban/Rural Rides is looking for a mature individual with a heart of compassion to join our team to provide transportation for seniors and others in need. The successful candidate will be answering requests for transportation weekdays, Monday to Friday, matching the request with a suitable volunteer and logging ride details. The coordinator is also responsible for registering new clients, keeping paperwork on volunteers up to date and tracking ride statistics. The coordinator will also assist in promotion and marketing activities as the service expands.

Service is provided in both official languages and computer software is used to track ride information.

The successful candidate must be well organized, able to prioritize work, work independently without supervision, be fluently bilingual, experienced with Excel, Word, E-mail and comfortable with Internet and smart phone use. Experience in the non-profit industry and/or call centers will be considered an asset. Candidate must be a high school graduate, and some post secondary education preferred.

The successful candidate can live anywhere in Southeast NB, the Northwest Region, the Capital Region, the Fundy Region, Miramichi or Western Valley.

To apply, please email resume to kellyturbanruralrides@gmail.com or fax to 506-576-2204 on or before November 8, 2024

Salary range \$39,000 to \$45,000 with benefits.