

Job Title: Volunteer & Accessibility Coordinator
Reports to: Volunteer & Staff Engagement Manager
Duration: July 6 – October 15, 2026 (Full time)
July 6 – August 28th, 2026 (CSJ Funded)
September 2 – October 15, 2026 (VIFF Extension)
Location: VIFF Centre (in-person)
Scope: Vancouver International Film Festival 2026
Remuneration: \$12,600 Employment Contract (+ OT as required)

This position is supported by the Canada Summer Jobs program. To be eligible applicants must:

- be between 15 and 30 years of age at the start of the employment,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

ABOUT VIFF

The Greater Vancouver International Film Festival Society is a not-for-profit cultural organization that operates the internationally acclaimed Vancouver International Film Festival (VIFF) and the year-round program at the VIFF Centre. We thank the Musqueam, Squamish and Tsleil-Waututh Nations for their continued stewardship of the unceded and occupied land on which our work takes place.

VIFF is the home of film and film culture in Western Canada. Driven by curatorial excellence, VIFF encourages understanding of the world's cultures through the art of cinema. We produce screenings, talks and events as a catalyst for a diverse community to discover, discuss and share the creativity and craft of storytelling on screen.

The Greater Vancouver International Film Festival Society is dedicated to accessible employment practices and committed to being an equal-opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please feel free to advise us of any accommodation needs.

We believe that film has a unique ability to celebrate the complexity of the human condition and that it is our responsibility to steward that power toward creating meaningful change in our world. **When you work at VIFF you are part of a friendly, dedicated team who are passionate about the transformative power of the cinematic experience.**

ABOUT THE POSITION

Reporting to the Volunteer and Staff Engagement Manager, the Festival Volunteer and Accessibility Coordinator is responsible for supporting all activities related to the Volunteer Department prior to, during, and after the Vancouver International Film Festival. This role calls for someone highly motivated, organized, and process-oriented, with a genuine passion for working with volunteers. Our amazing community of VIFF volunteers will rely on the Volunteer Coordinator for leadership, support, guidance, and clear communication of scheduling and duties — ensuring an overall rewarding and well-organized experience throughout the festival. In addition to volunteer coordination, this role supports accessibility efforts both within the volunteer program and across festival events.

Qualifications:

- Commitment to the principles of justice, equity, diversity, and inclusion.
- Exceptional communication skills and the ability to public speak.
- Highly organized, focused, and able to work within tight deadlines.
- Experience leading diverse teams and maintaining grace under pressure.
- Experience working with volunteers as well as working as a volunteer.
- Demonstrates commitment to customer service experience
- Experience with design software (Adobe InDesign, Canva)
- Familiarity with scheduling and HR software, Microsoft Office, and communication tools like Slack, Zoom, and Office 365.
- Lived experience with disability or a strong understanding of the disability community is considered an asset.
- Fan of the arts and experience working for non-profits an asset.

Volunteer Department Responsibilities:

- With a focus on diversity and inclusion and accessibility, support the festival volunteer onboarding process from recruiting through training.
- Interview and onboard Volunteer Team Leads and specialized Volunteer positions.
- Communicate and oversee the Volunteer Onboarding Team and recruitment processes.
- Prepare materials for, schedule and communicate, and implement established volunteer management training and department specific volunteer orientations.
- Develop and oversee the schedule for the Department's volunteer teams.
- Assist with and coordinate the volunteer schedule across venues in collaboration with the Festival Venue Operations team.
- Follow up with volunteer team supervisors to ensure that volunteer reviews are being completed appropriately.
- Working within the established Volunteer Department framework, ensure that required VIFF policies, procedures and processes are communicated effectively.

- Administer volunteer dispute resolution processes and VIFF progressive management processes as needed.
- Working with the Volunteer Department Assistant, prepare materials for and manage the Volunteer Helpline Team.
- Support Volunteer Engagement Events.
- Procure donations for Volunteer Engagement events.
- Communicate challenges encountered with the Volunteer & Staff Engagement Manager.
- Assist various departments with last-minute volunteer scheduling requests.

Accessibility Responsibilities:

- Audit, research, and support accessibility needs for the annual festival. Plan and book required supports such as ASL interpreters and live captions.
- Ensure accessibility and access programs are understood by all staff and volunteers and articulated on the website, volunteer handbook, and in the program guide.
- Work with Venue Operations and Artist and Industry events to ensure staff and volunteers have accessibility training.
- Work with Venue Operations and Artist and Industry to establish the requirements around accessibility volunteers.
- Regularly visit festival venues; be visible to staff members and volunteers.
- Support Venue Operations in updating access info on venue signage.

Deadline for application is June 05, 2026

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include "HIRING VOLUNTEER COORDINATOR" in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.