

**Location:** Canada

**Category:** Committee Member

**Job Type:** Part-time Volunteer

Swimming With A Mission (S.W.A.M.) Canada is a non-profit volunteer organization that provides affordable, one-on-one swimming instruction to children with special needs. We have 15 Chapters across Canada, providing over 1000 children with swimming lessons each year. We are currently recruiting members for the Risk Management Committee. Committees are the backbone behind the organization and provide substantive work outputs for the benefit of all chapters. Each Committee is either chaired or co-chaired by a Director of S.W.A.M. Canada, and includes between one and three other members. There is no location requirement for S.W.A.M. Canada, as all our work is done remotely.

**We are currently recruiting one Risk Analyst.**

**The specific objectives of the Risk Management Committee are:**

- To identify legal risks that may affect S.W.A.M. Canada and its Chapters and educate the Board of Directors on such matters
- To mitigate legal risk by proactively implementing appropriate policies
- To advise the Board of Directors on the legal implications of new ventures, agreements, initiatives, etc.
- To act as liaison with external legal counsel, as needed

The Risk Analyst will be responsible for assessing organizational risks, and providing legal assistance to the Board of Directors. The candidate should have experience managing risk at the organizational level (non-profit and for-profit experience are acceptable). General understanding of, or experience in business law and/or employment/human resource matters is a strong asset.

**Additional requirements include:**

- Very strong communication skills (especially written)
- Availability to work on an ad hoc basis (totaling approximately 5-10 hours per month)
- 1-2 years of professional experience is preferred
- Prior experience working with a non-profit organization (not necessarily in a legal capacity), is an asset

**Term:**

Committee Members are elected by the Board of Directors and serve a one-year term. Members may be released at the end of their elected term or by renewing for a second term.

**Application Process:**

To apply, please submit a Resume and Cover Letter to [nominations@swamcanada.ca](mailto:nominations@swamcanada.ca) with the subject line 'S.W.A.M. Application - Risk Analyst'.