

JOB POSTING

Community Engagement and Fundraising Coordinator

The Community Engagement and Fundraising Coordinator reports directly to the Management Team and is responsible for coordinating and engaging with the Project Committee and the BV Pool & Recreation Community at large. Building and maintaining relationships with key stakeholder groups, community members and corporate sponsors. Development and management of the fundraising campaign, community fundraising events, online engagement, and pursuing corporate sponsorship.

This position is a remote position working on average 32/week, required hours may include evenings and weekend responsibilities.

This is a 25-32 hour a week position for a 1 year term (possible extension). Wage range: \$25- \$28/ hour.

DUTIES AND RESPONSIBILITIES:

- Provides direction and leadership to the project
- Responsible for onboarding, directing, and mentoring volunteers
- Plans, oversees and evaluates community events and fundraisers
- Maintain open, honest, professional, and respectful communication with committee members, staff and supervisors
- Attends training sessions and courses as required
- Liaising and supporting the management and coordinator team
- Completes additional tasks as assigned by the management team

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Highly organized with excellent time management skills
- Effective communication skills
- Confident with MSOffice applications and computer database systems
- Marketing knowledge and skills
- Confident with online social platforms such as Facebook and Instagram
- Knowledge of the BVACMS Mission Statement and how it relates to the philosophy and objectives of community recreation
- Obvious enthusiasm for work in Community Recreation environment, keen interest in active living, health, and wellness

QUALIFICATIONS:

1. 2 years of related experience in community engagement or marketing
2. An undergraduate degree or diploma in marketing, project management or business or related field