

# JOB POSTING

## Community Engagement and Fundraising Coordinator

As part of our eXpansion Project, we need a Coordinator! Based off our 2022 Facility Function study and the Town of Smithers Parks and Recreation Master Plan we are ready to expand!

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
- Applies for Grant Funding
- Create a Corporate sponsorship campaign
- Establish and maintain relationships with community partners
- 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
- Ability to work unsupervised
- 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

***If you wish to pursue this opportunity, please submit a cover letter & resume to***

Tamara Gillis, Facility Manager

Bulkley Valley Regional Pool & Recreation Centre Email: [joinourteam@bvpool.com](mailto:joinourteam@bvpool.com)