

We're looking for a
COMMUNITY ENGAGEMENT COORDINATOR

We are...

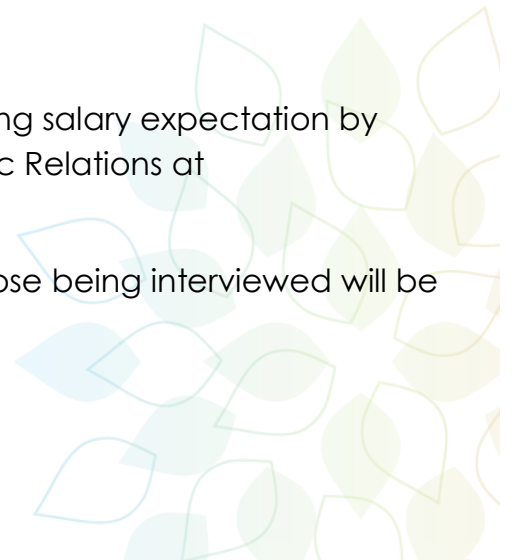
- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$140 million in the 30-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Community Engagement Coordinator...

- This position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- You'll engage with the community at large representing the Foundation at events, on committees, and through the facilitation of Healthy Community programs and initiatives
- If you love to network and meet new people and can strike up a conversation with ease, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by **February 9, 2018** via email to Vicki Brydon - Director, Public Relations at vicki@pahfoundation.ca.

We thank all applicants for their interest, however only those being interviewed will be contacted.



COMMUNITY ENGAGEMENT COORDINATOR

Summary of Role:

- Facilitates engagement with the community via a variety of events, committee support, grant and endowment coordination, and marketing initiatives
- Provides marketing and communications support including social media
- Ensures a very high standard of customer service

Reports to:

- Director, Public Relations

Direct Reports:

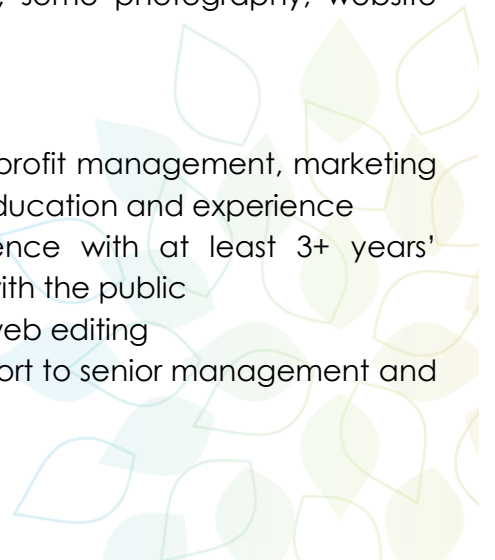
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RESPONSIBILITIES:

- Coordinates the Healthy Community program initiatives by working closely with the Healthy Community Steering Committee and acts as primary liaison for program providers
- Provides project support including committee administrative support, for Healthy Community Grants, McCracken Endowment, Hogg Bursary and Special and Educational funding programs including coordinating applications, reconciling invoices and liaising with applicants
- Represents the Foundation at community events by networking, providing engagement and promoting awareness of programs and initiatives – working evenings and weekends as required; this role requires an outgoing personality and the ability to create conversation about the Foundation and the work that we do
- Assists the Director, Public Relations with social media, some photography, website updates and event logistics

EDUCATION AND EXPERIENCE:

- A diploma/degree or designation in fundraising, not-for-profit management, marketing and communications or an equivalent combination of education and experience
- 3-5+ years direct and progressive fundraising experience with at least 3+ years' experience in project coordination including engaging with the public
- Experience with marketing principles, social media and web editing
- Experience in providing high level customer service support to senior management and leadership volunteers



KNOWLEDGE, SKILLS AND ABILITIES:

- Superior communication and interpersonal skills
- Exceptional time management and multi-tasking skills
- Strong ability to analyze, plan, initiate and complete projects in a timely manner
- Must be able to work autonomously to direct the plan and schedule for community events, committees, workshops, meetings, etc. (many of which take place beyond core business hours)
- Exceptional networking and relationship-building skills (be active and participatory at community events)
- Demonstrated initiative and follow through
- Strong attention to detail and proofreading skills
- Sound knowledge of fundraising principles
- Ability to collaborate and work effectively as part of a team
- Demonstrated ability to engage a wide variety of stakeholders
- Exceptional computer skills with proficiency with Microsoft Office Suite
- Demonstrated experience working with and coordinating volunteers
- Results and solutions oriented
- Strong problem solving skills
- Working knowledge of Raisers Edge (fundraising software) is a definite asset
- Good judgment, diplomacy, sensitivity and tact
- Can do attitude with flexibility to work weekends and evenings as required
- Flexibility and adaptability a must
- Understanding of issues facing healthcare and fundraising
- Must have access to a vehicle and the ability to drive
- Must be able to lift at least 40 lbs.

