

We're looking for a

COMMUNITY ENGAGEMENT OFFICER

(20-Month Maternity Leave Contract)

Salary Range \$50,000-\$70,000

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 \$210 million in the 35-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 Officer...

- This position will be ideal for someone with high energy, a flexible schedule, and the ability to juggle a variety of projects and deadlines without breaking a sweat
- You have a passion for mentoring and working with youth and volunteers, and will engage with the community at large in a variety of settings
- 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 by **March 17, 2023** 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.

Please note: In accordance with BC's Public Health Order for Acute Care sites, the candidate must have received, or be willing to receive the full COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required.



Job Profile

COMMUNITY ENGAGEMENT OFFICER (20-Month Maternity Leave Contract)

Summary of Role:

- Responsible for the management of the Foundation's Healthy Community program
- Facilitates engagement with the community via a variety of special events, committee support, grants, and management of projects
- Manages the Foundation's Volunteer, Youth In Action, and Third-Party Fundraising programs
- Provides event support for the Peace Arch Hospital Gala and donor recognition events
- Ensures a very high standard of customer service

Reports to:

- Director, Public Relations

Direct Reports:

- N/A

RESPONSIBILITIES:

Healthy Communities:

- Manages the Healthy Community program initiatives and provides administrative support by working closely with the Healthy Community Steering Committee and/or subgroups and committees
 - Works closely with the *Move 4 Life* Committee and implements projects, as required
 - Manages and supports large scale projects implemented by the Healthy Community Steering Committee
- Manages the Healthy Community Grants, McCracken Endowment Fund, Peace Arch Hospital/Fraser Health Community Grants, and Staff Education funding programs including coordinating applications, liaising with applicants to ensure fit and application readiness, coordinating committee meetings as necessary, reconciling invoices, and updating grants information on the Foundation's website
- Participates on various committees relating to health and wellness in the community

- Represents the Foundation at community events, providing engagement and promoting awareness of grants, programs, and initiatives – working evenings and weekends, as required.

Volunteer Management:

- Manages the Volunteer Program for the Foundation including setting up policies and procedures, and creating a tracking system
- Recruits volunteers through various avenues including print and social media platforms
- Interviews, screens, and assesses volunteer's skills and interests to determine best fit
- Participates in training and managing volunteers for all events
- Creates and organizes all volunteer event roles and schedules
- Develops and maintains the volunteer recognition program
- Complies with Imagine Canada Accreditation requirements

Special Events:

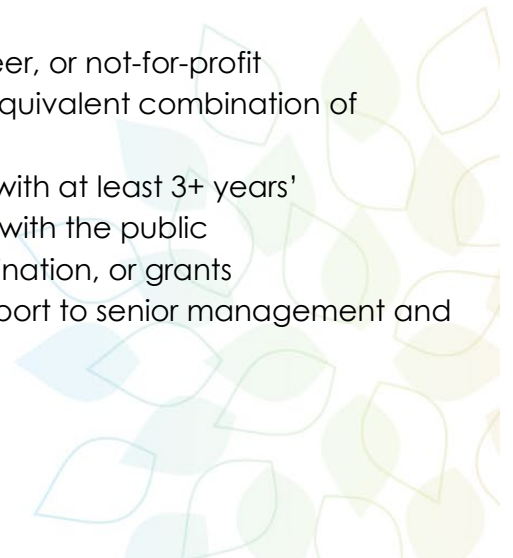
- Manages the third-party event program for the Foundation including setting up policies and procedures, and creating a tracking system
- Coordinates and assists with donor recognition events in conjunction with the Philanthropy team

Special Projects:

- Manages the Youth Engagement Program including advertising, recruiting, selection, program schedule, implementation, and final fundraising event

EDUCATION AND EXPERIENCE:

- A diploma/degree or designation in fundraising, volunteer, or not-for-profit management, marketing and communications, or an equivalent combination of education and experience
- 5+ years direct and progressive fundraising experience with at least 3+ years' experience in project coordination including engaging with the public
- Experience with project management, volunteer coordination, or grants
- 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
- 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 CRM is a definite asset
- Working knowledge and familiarity with the White Rock/South Surrey community 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 health care and fundraising
- Passion for working with and mentoring youth

