



Internal/External Job Posting
October 11, 2022

SHARE Family & Community Services Society has the following employment opportunity:

Events and Community Engagement Coordinator

Under the direction of the Manager of Community Engagement, the Events and Community Engagement coordinator is responsible for planning and implementing events and campaigns that raise funds, food and other key donations to support our work. They recruit, screen, train and oversee volunteers to support these activities, the organization's major gala, IMAGINE and other SHARE initiatives, including the support of 3rd party events.

This position works 35 hours per week, with required evening and weekend availability and use of a personal vehicle. This is an excluded staff position. Salary is commensurate with experience and includes a generous benefits package (medical, extended medical, dental, LTD, pension etc.).

Job Classification: Exempt

Status: Full-Time (35 hours per week)

Commencement date: Immediately

Summary of Duties:

Event Planning and Community Engagement

- Increase amount of food and funds raised in all major food drives
- Plans, prioritizes and coordinates community fundraising campaigns and food drives
- Recruits, trains and coordinates volunteers to support these activities.
- Ensures the necessary facilities, equipment and materials are available for campaigns and food drives
- Represents the agency at community events where appropriate or recruits and trains staff or volunteers to represent the agency
- Documents community fundraising/food drive statistics and reports, documents volunteer placements, hours, requests and concerns and writes reports based on the documentation
- Maintains contact with community groups and donors to promote interest, participation in and support for the organization
- Develop a volunteer plan, implement volunteer recruitment, training and oversee volunteers at IMAGINE and other SHARE initiatives.
- Secures sponsorships, auction donations.

Communications:

- Works in partnership with the Communication Coordinator to develop, coordinate and implement all volunteer related communications materials, press releases and other media coverage for events, food drives, donor stewardship and other SHARE related activities
- Works in partnership with the Communication Coordinator to maintain the agency web-sites and looks for opportunities to use them to engage volunteers and donors.
- Works in partnership with the Communication Coordinator to maintain Social Networking and develops and implements a social networking plan.

Qualifications:

- Post-secondary degree or diploma in a relevant field or equivalent combination of education and experience.
- 3 – 5 years recent related experience, including fundraising, public relations and/or volunteer management experience or an equivalent combination of education, training, and experience.
- Strong written, verbal and group presentation skills.

Compensation:

- Salary ranges from \$50,000 - \$60,000
- Benefits include 100% employer paid health and other benefits, including: life, long-term disability, and extended health and dental; four (4) weeks annual vacation; enrolment in the Municipal Pension Plan.

To apply, please email resume and covering letter to:

Darcel Moro, Manager of Community Engagement | darcel.moro@sharesociety.ca

Posting will remain open until filled.

SHARE recognizes the systemic discrimination that Black, Indigenous, Persons of Colour and many other groups have historically experienced, and continue to face in our society, and in our community. SHARE is committed to being an inclusive, welcoming and unbiased employer and service provider. Further we are encouraging members of these communities to apply for this position. Please feel free to let us know if you carry any of these identities.