

# Community Engagement Coordinator

Seniors Come Share Society is a non-profit organization based in the community of Surrey dedicated to helping empower, educate and engage older adults through day programs and community support.

We are recruiting a part-time (20 hours per week) **Community Engagement Coordinator** to lead and develop our fundraising and community engagement initiatives. Perks of the job include a very flexible work schedule, paid sick leave, paid vacation (6%) and the option to enroll in our extended benefits program. This role will be reporting directly to our Executive Director and based out of our Community Support Programs office in South Surrey, BC. The option to work out of our other locations around Surrey may be an option after completion of the probationary period.

## **To be successful in this role, you should...**

- Demonstrate at least two (2) years of related experience in fundraising, event coordination, project management or marketing and/or possess a related diploma or degree in a field such as Communications or Public Relations.
- Possess a valid BC Drivers' License and a vehicle to use for work-related travel.
- Demonstrate experience working or volunteering for non-profit organizations.
- Have an interest and passion for helping older adults in our community.
- Enjoy writing grants.
- Love working independently! This is a newly created role, and our selected candidate will be excited at the opportunity to build our fundraising program from the ground up.
- Certified Fundraising Executive (CFRE) is a huge asset!

## **Specific Duties and Responsibilities include...**

- Develop and implement strategies for increasing our community presence and reach.
- Strengthen current corporate and community relationships to leverage fundraising initiatives.
- Research, approach and secure new opportunities for partnerships.
- Prepare and submit written applications for grant and funding opportunities.
- Maintain knowledge regarding current fundraising programs, practices and procedures used in the non-profit sector and identify items that would benefit Seniors Come Share Society.
- Lead the planning and execution of special events.
- Work closely with agencies and vendors that support our events and communications.
- Work closely with the Executive Director, Director of Community Support, Community Support Program Coordinators and the Marketing Coordinator to achieve fundraising goals.
- Develop a donor recognition strategy.
- Prepare bi-weekly and yearly status reports for review with the Executive Director.

To apply, please submit a brief cover letter and an up-to-date resume to Cassandra Aiken, Director of Human Resources. Thank you for your time and interest, however, only short-listed candidates will be contacted. Please check out our website before applying with us at [www.comeshare.ca](http://www.comeshare.ca).