

Position:	Marketing & Recreation Program Coordinator	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-1920-59	Positions:	1
Employment Type:	Full-time Temporary	Location:	Kingston, ON
Date Posted:	March 14, 2020	Closing Date:	March 31, 2020

Tasks and Responsibilities

- Assist with key fundraising campaign aimed at raising money for post-secondary bursaries for youth-in-care, including reaching out to donors, sponsors and others.
- By phone, email, social media and in-person, engage with potential sponsors, prize donors to promote the Agency's annual online auction.
- *May* require some cross-over work on public relations project(s) designed to engage the public about our services
- Support summer camp charitable funding program for up to 150 children (16 and under) whose families are involved with FACSFLA.
- Work together as a team with Agency employees and volunteers, but also work independently on assigned tasks
- Complete clerical functions if called upon within the department

Requirements

- Strong sales ability – needs skills and personality to solicit sponsorships, donations and registrations from a variety of people in support of charity fundraising.
- Quick start – needs the ability to hit the ground running.
- Superior understanding of social media, web marketing and advertising.
- Working knowledge of various software programs including MS-Office XP (Word, Excel, Access, Outlook), Adobe Acrobat and/or Exchange and Windows Explorer.
- Must be familiar with internet applications including search engines and web browsers with ability to work effectively with various office equipment and machines including photocopiers.
- Ability to work as part of a team.
- Outgoing and cooperative in meeting and dealing with internal and external stakeholders.
- Ability to understand and follow written and oral instructions with a minimum of supervision.
- Possess a valid driver's license with access to a vehicle
- Driver's Abstract
- Excellent organization, planning and writing skills
- Excellent communication and problem-solving skills
- Ability to effectively respond to crisis situations to ensure child safety

- Proficiency in Windows environment using Microsoft Office Suite
 - Flexible hours of work may be required
 - Criminal Reference Check and Vulnerable Sectors Check
 - Knowledge of the Child and Family Services Act and Ministry standards and guidelines
 - Due to Agency/subsidy requirements, must be between the ages of 18 - 30
 - Proficiency in English and French would be considered an asset
-

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number (FACSFLA-1920-59) and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by March 31, 2020
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
-

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

NOTE: We are a scent-free workplace.