

Event and Community Awareness Coordinator

The Agency currently has the position of Event and Community Awareness Coordinator available within the Development and Communications Team. This position will be a contract (approximately 16 months).

The Event and Community Awareness Coordinator will be responsible for the planning and implementation of fundraising and related events, public awareness, education and engagement strategies that promote our Agency's contribution to child and youth safety and well-being and the need for community engagement. This position will play a lead role in overseeing the Foundation's annual giving program and events as well as all third-party events public awareness and education strategies and events and initiatives that promote the engagement and well-being of all members of the agency team. This position will also contribute to the overall public awareness and education strategy for the Agency and Foundation as a member of the Communication Cluster

Knowledge and Skills Required:

- Community College diploma in public relations, fundraising and communications;
- Minimum two years progressively responsible experience in public relations, media relations and fundraising development preferred;
- Proven ability in effective special events management and strong project management skills
- Advanced skills in computer applications including Microsoft Suite (Word, Excel, Outlook Power Point and Publisher) as well as graphics and desktop publishing;
- Demonstrated ability to manage communications on the Internet;
- Experience with Raiser's edge software an asset
- Strong ability to engage, motivate and collaborate with Agency staff, youth, caregivers, donors, volunteers, clients and outside agencies/professionals and other members of the community
- Excellent oral and written communication skills
- Experience and knowledge in child welfare an asset
- Ability to work flexible hours as required

Salary Range:

\$60,625.80 - \$76,006.37 per annum

Management & Excluded – Grade 11

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Application Process

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on January 22, 2021 quoting posting #001-2021.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on January 22, 2021 quoting posting #001-2021.

Resumes will only be accepted electronically.

We thank all candidates for their interest however only those selected for an interview will be contacted.

Accommodation at Family & Children's Services of the Waterloo Region

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.