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Charitable Registration # 11930 5449 RR0001

[yanacomoxvalley.com](http://yanacomoxvalley.com)

## **Job Description - Community Relations Coordinator**

- Part-time continuing position
- Flexible hours averaging 20 hours per week for most of the year with an average of 30 hours per week November through end of February
- \$21.50/hour
- Benefits and vacation pay provided after 3-month introductory period
- Expected start date is May 7, 2018

You Are Not Alone (YANA) is a registered charity offering help to Comox Valley families who need to travel for medical services for a child or an expecting mother. Our purpose is to improve access to healthcare by providing travel funding and accommodation. YANA was founded in 1986 and has supported tens of thousands of medical trips since its inception with hundreds of families assisted each year. YANA needs to raise over \$300,000 a year to sustain its growing programs and operations. Almost all of YANA's funds come from within the Comox Valley through the generosity of community members who want to support local families in their time of need.

Reporting to and working closely with the Executive Director, the Community Relations Coordinator is responsible for implementing YANA's action plans related to community engagement, outreach, fundraising and volunteer coordination. We are seeking a gregarious individual with excellent communication skills who will play a lead role in planning and delivering our major events and who will support and promote community-led fundraising efforts throughout the year. This creative, energetic employee will help YANA nurture the community spirit and volunteerism required to sustain our organization. The Community Relations Coordinator will work at the YANA office at least three days a week, with Tuesday and Thursday office hours a priority.

### **Key responsibilities are as follows:**

- Play a lead role in coordinating YANA's largest fundraising events acting as Chair of the Big Love Benefit Committee and as Volunteer Coordinator of the YANA Ride
- Support and promote community-led fundraising efforts and oversee YANA's involvement
- Manage volunteers including recruitment, interviewing, scheduling, acknowledgement and appreciation

- Build positive, ongoing relationships with community partners, businesses, schools, service clubs, volunteers, donors and media
- Maintain YANA's social media channels
- Develop communication tools such as media releases, rack cards, website content, presentations, newsletters, letters, radio campaigns and impact stories
- Manage donor acknowledgement processes
- Maintain donor, volunteer and event records in an electronic database (Sumac)
- Assist with reception or other administration as assigned by the Executive Director
- Prepare a monthly community relations report and a yearly report for the AGM
- Attend meetings when requested or required

**The preferred candidate will have the following qualifications or attributes:**

- A diploma or degree in marketing, communications, fundraising, event planning or volunteer management and some related work experience
- Experience with event production from planning to post-event follow-up
- Experience managing volunteers
- Experience with data base systems (preferably Sumac) and website content management (preferably WordPress), and solid knowledge of Microsoft Office programs including Word, Excel and PowerPoint
- Strong donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of donors
- Demonstrated ability to inspire donor engagement
- Proven verbal and written communication skills
- Excellent organization and time management skills
- Keen attention to detail
- Ability to work independently and as a team player
- Positive, outgoing personality with a good sense of humor
- Ability to work on the occasional evening or weekend
- Valid BC Driver's License and access to an insured vehicle

Qualified applicants are invited to submit a detailed resume and cover letter to the attention of the Executive Director by Tuesday, April 17, 2018 at 2pm. Applications can be emailed ([info@yanacomoxvalley.com](mailto:info@yanacomoxvalley.com)) or mailed or dropped off to the YANA office (10am-2pm Tues or Thurs, 102-2456 Rosewall Crescent, Courtenay BC, V9N 8R6). We thank all applicants for their interest; only those selected for an interview will be contacted.