



102 - 2456 Rosewall Cres Courtenay BC V9N 8R9  
250.871.0343 info@yanacomoxvalley.com  
Charitable Registration # 11930 5449 RR0001

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

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

- Part-time continuing position with flexible hours varying between 20-40 hours per week due to the nature of the YANA events calendar.
- \$20.00-\$22.00/hour
- Benefit plan and vacation pay provided after 3-month introductory period
- September 2019 desired start date to allow for position overlap and training

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 social, outgoing individual with excellent communication skills who will play a lead role in planning and delivering our major events, will oversee and coordinate YANA's volunteers, and 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 a flexible schedule at the YANA office, 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 Co-Chair of the Big Love Benefit Committee and as Volunteer Coordinator YANA events
- 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 and supporter gratitude and acknowledgement processes
- Maintain donor, volunteer and event records in electronic databases and programs
- 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
- High level of computer expertise including experience with database systems (preferably Sumac), website content management (preferably WordPress), and solid knowledge of Microsoft Office programs and Google Apps (Drive, Docs, Sheets, Forms, Gmail etc.) Familiarity with project management programs (preferably Monday.com) and volunteer management programs (preferably SignUp Genius) a significant asset.
- 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, confident personality with a good sense of humour
- Ability and flexibility to work on the occasional evening or weekend
- Valid BC Driver's License and access to an insured vehicle

We believe that finding the right fit for the organization is of the utmost importance. There is flexibility in both hours and division of tasks or job sharing for the right person/people.

**Qualified applicants are invited to email a detailed resume and cover letter to [info@yanacomoxvalley.com](mailto:info@yanacomoxvalley.com) to the attention of the Executive Director without delay. The position will remain open until an appropriate candidate is found, and interviews of qualified candidates will begin immediately.**

We thank all applicants for their interest; only those selected for an interview will be contacted.