



COMMUNICATIONS AND COMMUNITY ENGAGEMENT COORDINATOR

The Community Foundation of Whistler is seeking a personable, organized, community minded individual to assist our team with marketing, communications and community outreach.

ABOUT THE COMMUNITY FOUNDATION OF WHISTLER

The Community Foundation of Whistler is a registered charity that supports a strong local community both now and for generations to come. We pool the charitable gifts of many donors to grow permanently endowed funds that provide lasting support for the community. Income generated by permanent endowment funds is distributed via annual grants to support local charities who are addressing community needs and priorities. Our vision is a community where everyone thrives.

POSITION SUMMARY

The Communications and Community Engagement Coordinator will work with the Executive Director, Marketing Committee and Board of Directors, to raise the profile of the Community Foundation of Whistler in the local community.

Through various communications channels, the Communications and Community Engagement Coordinator raises awareness by promoting the impact of the Foundation's granting to its stakeholders and to the greater community. The Communications and Community Engagement Coordinator promotes the Foundation's services and opportunities to: philanthropists; the charitable sector; and the greater community/general public.

DUTIES AND RESPONSIBILITIES

Communications and Promotion

- Work with the Chair of the Marketing Committee to organize meetings and meeting agendas and ensure minutes are recorded.
- Work with the ED and the Marketing Committee to help identify communication and marketing strategies
- Update the Foundation's Marketing and Communications Plan that is consistent with the Foundation's Strategic Plan and existing branding.
- Working with the team, help develop and prepare marketing materials for organizational promotion (including updating brochure, donor facing materials, Pique Newsmagazine filler ads)
- Develop engaging written content for a variety of communication channels including; website, newsletter, annual report, media releases and print materials, as needed.
- Help identify partnership opportunities for the Foundation

Projects and Events

- Assist in the planning of Foundation events



- Establish community partners/sponsors for the Foundation's 2018 Vital Signs report on community. Vital Signs is a nation-wide annual initiative of Community Foundations of Canada.
- Work with the Vital Signs Team to help organize Vital Signs events and/or Vital Signs community engagement activities (may include surveys, focus groups, world café etc)

Community Outreach

- Assist in coordinating presentations to prospective donors and community groups
- Help coordinate the meetings and activities of the Whistler Nonprofit Network (this may include helping to develop a simple website/web landing page for the group).
- Attend various community events put on by partners and grant recipients, as needed

Website and Social Media

- Help write and update website content
- Help manage social media and online messaging, sharing grant impact, charitable news, community news, Vital Signs information, events etc.

QUALIFICATIONS

- Community awareness and interest in a wide range of community areas.
- Post-secondary education preferably in business marketing or communications, or relevant work experience in communications, public relations, or marketing.
- Experience working effectively with volunteers
- Excellent presentation skills
- Excellent writing skills for the development of creative, engaging and inspiring communications content.
- Excellent verbal communication and interpersonal skills with ability to interact professionally with respect, and confidentiality with individuals from many backgrounds.
- Works well independently and as part of a team.
- Must have thoroughness, accuracy and attention to detail in all aspects of work.
- Familiar with website and social media content management.
- Fluent in Microsoft Office 365 software (Word, Power Point, Excel).

Applicants should possess the ability to function independently while managing multiple concurrent task deadlines. Participation at meetings, presentations, and other events may involve longer work days and occasional evening work. Able to work from home.

This position reports to the Executive Director and experience in this area is an asset. This position is approximately 35-40 hours per month. Hours and wages to be discussed with candidates selected for interviews and will be based on education and experience. For the right candidate this is a 1-year position with the possibility of extension.

An RCMP criminal record clearance is mandatory for this position.

Cover letter and resume can be submitted to Box 1184, Whistler, B.C. V0N 1B0 or via email: ccoffey@whistlerfoundation.com by November 15, 2017.

Call 604.898-1191 with any inquiries.