



Position:	Community Engagement Coordinator
	Posting will remain open until excellent candidate is found
Location:	CapitalCare - Corporate Office
Salary Range:	\$24.01 - \$30.01 per hour (Six Step Scale)
Hours of Work:	38.75 Hours per week; Days; 0800-1615H (with flexibility)
Contract	18 month maternity leave

As the Fund Development Assistant, you will report in to the Executive Director of the Foundation, while working with other members of the Foundation Team including the Board of Directors. Your role is designed to support the multi-faceted activities of the Foundation including participation in event planning/activities. Excellent customer service skills and donor centric philosophy are essential within this role as you will be communicating with donors, Centre staff and others.

Education:

High School Diploma or recognized equivalent is required.
 Preference given for strong skills in working with a CRM system and design programs.
 Equivalent combination of education and experience would be considered.

Experience:

A minimum of five years' experience in office procedures in a complex environment including advanced computer skills is required.
 Experience in fundraising or with a Fundraising Department would be an asset.
 Volunteer management
 Supporting event planning

Related Knowledge, Skills, Abilities & Personal Competencies:

- Advanced working knowledge of Microsoft Office.
- Exhibits excellent donor and volunteer management skills and consistently shows courtesy, caring, understanding, compassion and respect to donors and stakeholders.
- Demonstrates excellent organizational, listening, communication and interpersonal skills necessary to maintain mutually beneficial relationships for the purpose of appropriate, accurate, timely and effective interactions with internal and external customers.
- Manages sensitive information to ensure confidentiality.
- Is flexible and adaptable, effectively deals with changes in priorities and processes.
- Demonstrates an awareness of accident and injury prevention; adheres to safe work practices and procedures; and is responsible for maintaining self-wellness and reduced absenteeism
- Reports any unsafe acts or conditions to the assigned Manager and complies with safety and fire regulations and procedures.

EMAIL YOUR RESUME AND COVER LETTER TO ERIN.BILAWCHUK@CAPITALCARE.NET