



**Job Title:** Community Relations Coordinator

**Employment Status:** Full-time, salaried, 37.5 hours/week

**Department:** Training & Development

**Reports to:** Coordinator, Training & Development

In accordance with Volunteer Manitoba's mission and vision, the Community Relations Coordinator follows the policies and procedures set out for this department, as well as the organization as a whole. The Community Relations Coordinator coordinates, develops and executes the organization's youth program, and delivers outreach to the public.

### **Duties and Responsibilities:**

#### VM Youth Program:

- Coordinates the youth program and ensures the completion of all funding requirements and reporting of the program.
- Engages target groups (13-30) to promote community involvement.
- Stays informed on current research and trends in the voluntary sector.
- Plans and coordinates Volunteer Manitoba's participation in community events, trade shows, conferences, etc.
- Works Closely with the Training Coordinator and Communications Department to keep all print and online information current
- Assists in development of promotional materials as necessary

#### Community Outreach

- Conducts community outreach presentations and activities (classroom, seminars, conference presentations, trade shows).
- Builds and maintains relationships with members of the community to promote Volunteer Manitoba's programs and services.
- Stays informed on current research and trends in the non-profit and voluntary sector and identifies and engages with target groups.
- Contributes to Volunteer Manitoba's vision of community leadership by attending community meetings and events and sitting on relevant boards and committees.

### **Qualifications**

- Minimum 2 years of program coordination in a not-for-profit setting.
- Post-secondary degree or diploma in a related field or equivalent education or experience.



- Valid driver's license and access to a vehicle is required.

#### **Skills**

- Strong organizational, communication and interpersonal skills.
- Proficient use of Microsoft Office.
- Experience and ability to deliver presentations to a variety of audiences.
- Ability to meet deadlines and multi-task.

NOTE: The above is a summary of the range of responsibilities for this position and is not an exhaustive list of all duties. Duties may change, with new responsibilities being added which appropriately fall within the parameters of this role and are consistent with the qualifications and decision-making responsibilities of this position.

**Deadline to apply is August 26, 2021. Please send your cover letter and resume via email to Kamillah El-Giadaa, Training Coordinator, at [kamillah.elgiadaa@volunteermanitoba.ca](mailto:kamillah.elgiadaa@volunteermanitoba.ca)**