



## Community Engagement Coordinator

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold (IFTC), our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

### Position Summary:

The Community Engagement Coordinator reports to the Community Engagement Manager. This role is responsible for the development and delivery of a variety of events and sub events intended to promote the mission of the organization, contribute to fund development, and recognize volunteers. Responsibilities include: communication, stewardship and coordination to support the Volunteer Resources and Events Department at Inn from the Cold Society.

### Primary Duties and Responsibilities:

This position supports the Volunteer Resources and Events Department by overseeing:

- Volunteer Inbox: Answering general inquiries regarding volunteer applications, forwarding emails to Volunteer Coordinators.
- Volunteer Recognition Program: Including appreciation events, stewardship and anniversary recognition.
- Special Volunteer Opportunities: Including recruiting volunteers for irregular group activities, cleaning activities, Administrative volunteers and special requests from various departments.
- Special Events: Including: Event program planning and logistics, engaging, recruiting and coordination of volunteers, budget monitoring and adherence. Coordinate volunteers for special Inn events and liaising between Volunteer Resources and Events Department.

### Skills & Abilities:

- Ability to build and establish relationships with volunteers, staff and guests of Inn from the Cold.
- Ability to manage multiple projects, set priorities and meet deadlines.
- Highly self-motivated and community oriented.
- Superior organization and administrative skills.
- Exceptional interpersonal skills.
- Proficient in computer applications such as Microsoft Office.
- Previous experience with volunteer management software is an asset.



## Qualifications

The ideal candidate will have:

- Bachelor's Degree or Diploma and / or training in event management.
- 3 years of event and volunteer coordination / program experience.
- Equivalent combination of education and experience may be considered.
- Experience as a volunteer preferred.
- Knowledge of social issues surrounding poverty and homelessness would be an asset.

This position description reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position.

Please send resumes to Marj Kyle, at [marj@innfromthecold.org](mailto:marj@innfromthecold.org) by February 16, 2018.

## Values:

- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas