



Employment Opportunity

Special Projects Coordinator

Koala Place, Child and Youth Advocacy Centre

&

Victim Services of Stormont, Dundas, Glengarry & Akwesasne



Background

Koala Place Child and Youth Advocacy Centre is a child-friendly and child-focused Centre in which multidisciplinary professionals provide services to children and youth who have experienced sexual abuse, physical abuse, domestic violence and maltreatment. The goal is to provide a comprehensive, seamless response to child abuse, Koala Place provides an approach to service in an environment that minimizes trauma and fosters healing.

Victim Services of S.D.G. & A. is a non-profit organization dedicated to providing assistance to individuals who have been victimized as a result of a crime or tragic circumstance. Our agency works in partnership with police as well as emergency and other community-based services to ensure victims receive the help they need to assist them in the development of their personal path to recovery.

Position Summary

Reporting directly to the Executive Director for Koala Place and Victim Services, the Special Projects Coordinator is responsible for visioning and executing fundraising efforts, exploring and carrying out grant writing opportunities with an aim of securing long term organizational/service delivery sustainability for both organizations. The Special Projects Coordinator will develop advertising and marketing strategies and plans that enhance community awareness and elevates the profiles of both organizations, building and maintaining effective networks and relationships with contacts in the media. This is a one year full-time bilingual contract position, English and French written and spoken, serving the communities of Stormont, Dundas, Glengarry and Akwesasne.

Revenue/Fundraising Responsibilities

- Develop and execute plans and strategies for revenue and fundraising opportunities including corporate sponsorships and donations, individual donations.
- Remain current of Grant, Foundations and Government funding opportunities and prepare funding proposals and applications for such opportunities.
- Develop, plan, and execute special fundraising events, corporate sponsorship programs throughout the year and provide post-event evaluation, including final budget, recommendations and action items.
- Develop, implement, and manage donor/sponsorship recognition policies and procedures.
- Communicate with community partners who also engage in fundraising to ensure maximum revenue generating opportunities and eliminating duplication and/or resource/opportunity exhaustion.

Public Awareness and Media Responsibilities

- Promote the vision and mandates of both organizations.
- Develop communication and media strategies that elevate both organizational profiles.
- Develop promotional/presentation materials for the community or revenue generating opportunities and sources, in both official languages.
- Provide leadership and coordination of websites, Facebook accounts and other media opportunities.

Other Responsibilities

- Submit articles of interest regarding our current programs or new initiatives.
- Attend Committee or Community Meetings as required.
- Advise the Executive Director of new opportunities or developments in media relations and strategies or, in revenue generating initiatives.
- Perform other duties as assigned by the Executive Director.

The Ideal Candidate would possess

- A post-secondary education in a related discipline such as communications, media/public relations, revenue generation or the equivalent combination of education and experience.
- Strong ability to deal effectively with and prepare media communication.
- Excellent interpersonal skills, oral, written, and verbal communication skills and public relations skills to build effective relationships within the Team and the public.
- An ability for public speaking, speech writing and meeting/event facilitation.
- Demonstrated ability to work as a member of a Team.
- Demonstrated ability to uphold the employers' confidence and protect sensitive information.
- Demonstrated leadership and initiative in project management skills.
- Solid knowledge of computers and word processing applications including word processing, spreadsheets and presentation software applications (e.g. Word, Excel, PowerPoint), Adobe Acrobat, graphic design, and internet (including e-media, social networking).
- The ability to read, write and converse in both French and English.
- Ability to travel on behalf of the employers and have access to a reliable vehicle and possession of a valid driver's license and proof of automobile insurance are required.
- An acceptable Criminal Record Check and vulnerable sector screening.

Salary: a competitive compensation package based on experience and qualifications with a salary range of \$45,000 - \$52,000

Please forward your resume no later than **December 21, 2020** to:

Chantal Prieur, Executive Director

cprieur@vsv-sdga.ca

Mail: 123 Pitt Street, Cornwall, ON K6H 1K8

Fax: 613-938-8420

We thank all applicants but only those selected for an interview will be contacted.