



Position: Community Engagement Representative

35 hours/week, Temporary Full-time (9- week's duration)

Start Date: June 26th,2017.

Number of positions available: 2

Burnaby Family Life is a local charity serving more than 3000 vulnerable individuals yearly. With 9 locations throughout Burnaby, we deliver services and programs to children and families at risks, supporting our diverse community. We are looking for 2 enthusiastic team members to join us for summer 2017 at our Holdom office.

Key responsibilities:

- Plan, organize, manage and execute donor recruitment drives
- Assist in planning and execution of direct mail campaign
- Coordinate and assist in preparation of promotional material including flyers, posters and newsletters
- Assist in planning Burnaby Family Life's summer fundraising event
- Represent Burnaby Family Life in local neighborhoods and malls to increase brand awareness and recruit new donors
- Plan and participate in phone campaigns, thank-a-thons
- Deliver stewardship programs for donors, supporters and stakeholders
- Deliver donor relations best practices
- Create content and assist in management of BFL's social media platforms
- Work closely with programs to collect 'success stories' from participants
- Exercise tact and sensitivity in different situations

Ideal Candidate has:

- Currently enrolled in first/second year university courses with focus of: Communications, Marketing, Public Relations
- Reliable, energetic, dedicated, diplomatic and creative, with sound judgement, and the ability to handle confidential information
- Excellent oral and written communication skills
- Experience in networking and community outreach
- Passionate about the local communities and friendly personality
- Experience with fundraising efforts
- Ability to initiate phone conversations and create own leads that can translate into speaking engagements
- Ability to network with groups of people from different backgrounds and situations
- Self-motivated and goal driven ; Proficient in the use of Microsoft Office software (Word, Excel, Powerpoint)
- Second language and sales experience would be an asset

- Proficiency in usage of Adobe Creative Suite would be an asset

Requirements:

- Must be between 15 and 30 years of age at start of employment.
- Registered as a full-time student this year and intends to return to school full time during the next academic year.

Successful candidates will be required to obtain Criminal Record Check as part of the hiring process.

Please send cover letter and resume to: kpui@burnabyfamilylife.org by May 7th.

We thank you for your interest in this opportunity, however only selected candidates will be contacted directly for an interview. No phone calls please.