**POSITION: EVENTS AND COMMUNITY RELATIONS VOLUNTEER**

**PROGRAM: DEVELOPMENT AND COMMUNITY RELATIONS**

**DATE: APRIL 2018**

**Responsible To: Development Community and Relations Manager**

**Positions Supervised: Volunteers**

**Hours of Work: X hours per week - Monday thru Friday with some week-end and evening hours as required**

**Purpose of the Position**:

* To coordinate the Ferguson Memorial Walk event\* and other fundraising/community relations initiatives.

**Responsibilities:**

1. **Fundraising:**
	* Executing a plan for the Ferguson Memorial Walk
	* Assisting in the development of corporate sponsorship opportunities including identifying, cultivating and stewarding supporters
	* Actively support the recruitment and engagement of event sponsors and partners
	* Developing and maintaining files and database on all fundraising activities associated with the event.
	* Recording expenses and preparing required event reports in a timely and accurate manner
	* Producing letters of acknowledgment to requesting donors
2. **Volunteers:**
	* Coordinating volunteer recruitment, engagement and recognition post event
	* Overseeing the scheduling of volunteers and any special program involvement
3. **Community Relations**:
	* Maximizing public awareness for this event seeking advertising opportunities to help promote the event that are distribution of communications materials (letters, brochures, newsletters, direct mail, posters, reports etc.) for internal and external audiences as required

**5. Adhering to FTP policies and procedures and compliance with required legislative and regulatory requirements such as OHSA, AODA, etc**

**6. Performing other duties or responsibilities as negotiated and assigned**

**Qualifications and Core Competencies:**

* Student that is in a post-secondary related field (Fundraising, Event Management, Public Relations)
* Well-developed interpersonal and communications skills
* Proficient in word processing, graphic design and databases
* Knowledge of fundraising principles and theories
* Proven relationship builder
* Excellent written communications and oral presentation skills
* Ability to work independently and as part of a team
* Professional attitude, self-starter, and flexible, strong follow through capability, attention to detail
* Feminist leadership skills
* Maintain a current understanding of feminist philosophy
* Works from an ARAO/Intersectionality lens

**Employment Requirements**:

* Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of employment
* Valid driver’s license and insurance

**Physical and Mental**
Effort Based on the work schedule/flow the frequency of the following tasks will vary according to need:

* Changing priorities and work flow to accommodate needs of others, and imposed deadlines
* Working under pressure to meet imposed deadlines while performing daily duties
* Using good problem solving and crisis management skills

**Working Conditions:**

* Workstation in administration area
* Busy environment with many interruptions
* Many activities occurring in community settings
* Occasionally attend some meetings after hours
* Rural and urban driving conditions in all seasons

\* On September 12, 2009 Heidi Lee Ferguson, nee Bogner, lost her life due to a tragic domestic dispute with her estranged husband. In remembrance of her life the Ferguson Memorial Walk was created to raise awareness and prevent future violence against women and has raised over $100,000 in support of FTP.