



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Community Engagement Coordinator

Position Type: Regular Full Time – 40 hours per week

Location: Downtown Calgary

Position Summary

Engages with key individuals, businesses, and agencies in the community, in order to communicate and share about the good work that Community Services (Calgary) is doing for the purpose of making supportive connections that will lead to funding, Gift In Kind (GIK) donations and volunteering.

Hours/Schedule

Regular Full Time – 40 hours per week; Monday – Friday, 8:00am to 4:30 pm.

What you will be doing in your role

- Develops a strategic plan for Community Engagement for CS(C). Develops, implements, and evaluates department goals that support the annual CS(C) strategic and operational goals.
- Initiates, maintains, and promotes positive working relationships/partnerships and communications with community stakeholders and funders, faith-based organizations, and community agencies.
- Works with the Volunteer Services department to engage volunteers; and with the Communications Coordinator to share information to ensure we are presenting consistent messaging to the public.
- Establishes and maintains Community Engagement procedures and protocols ensuring compliance with Territorial standards, policies, best practices, and legal requirements.
- Reports significant risk management occurrences to the Executive Director.
- Takes the lead on marketing, communications, and fundraising for Gift In Kind (GIK) drives, like coat drives, backpack and school supply drives and toy drives for the Christmas Toy Hamper Program.
- Speaks about the work of The Salvation Army and CS(C) at events, schools, churches, clubs, etc.
- Works closely with DHQ Development and PR teams to engage with and steward donors.
- Establishes and manages a system for recognizing donors, maintaining communications and continued cultivation of donors to enhance their relationship with CS(C) and increase the likelihood of contributions.
- Builds relationships with companies in the community who can provide Gifts-in-Kind items for the benefit of CS(C) residents and clients.

Required Education, Experience and Competencies

- Completion of a formal post-secondary/college program of two academic years in a related field (i.e., marketing, media relations) required.
- Event Management Certification is an asset; experience in public speaking.
- Valid Class 5 driver's license and a satisfactory 3-year driver's abstract.
- Minimum of 3 years relevant experience including facilitation and special event management, fundraising and marketing and/ or media relations.
- **Planning:** proficiency in strategic planning, special events management, event risk management

- **Fundraising and Donor Development:** able to speak into annual fundraising & GIK goals, establishing & managing information tracking processes on-going communications and cultivation of donors.
- **Community Relations and Outreach:** ability to create meaningful connections to individuals from various sectors, like corporate, higher education; understanding of current community issues/needs.
- **Operational/Service Management:** sets clear standards and practices to deliver quality services, and resources; monitors and builds an ongoing continuous improvement and learning environment.
- **Communication:** excellent communication skills (oral/written); strong sense of integrity and confidentiality; strong skills in MSOffice 365 (Excel, TEAMS, Word, PPT, Project)
- **Managerial leadership:** Leads with effective volunteer engagement principles to promote strong teams; management skills; ability to maintain productive relationships with community partners.
- **Vision and Values:** exemplifying highly ethical standards of conduct; knowledge, understanding, and a commitment to equity, diversity, and inclusion.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **CEC250423** in your email subject line.

This competition will remain open until the position is filled.

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

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation.

If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.