



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Assistant Kettle Campaign Coordinator (Evening)

Position Type: Temporary Part Time - 40 hours bi-weekly

Location: Downtown, Calgary

Position Summary

This position works with the Kettle Coordinator to ensure the Kettle Campaign program aligns with the overall mission and reaches the fundraising goal set out by Community Services (Calgary).

Hours/Schedule

Temporary Part Time - 40 hours bi-weekly; Tuesday to Saturday- 5:00 pm to 9:00 pm.

Contract end date: December 23, 2023

What you will be doing in your role

- Ensures evening logistics are in place for the implementation of the Kettle Program.
- Troubleshoots, and reports any concerns related to the Kettle Program elements during the evening shift, while campaign is in progress, notifies Kettle Coordinator of issues, including volunteers and/or location staff issues.
- Works with the Kettle Coordinator in organizing the kettles and volunteers for approved special events (i.e., Hockey Games).
- Supports and gathers feedback daily from the Kettle Team Leaders and reports to Kettle Coordinator daily basis.
- Works with the Kettle Coordinator, to maintain equipment and materials to effectively implement the Kettle Program plus create an end of season inventory list.
- Evaluates the Campaign on an on-going basis and reports regularly to the Kettle Coordinator on a weekly basis, with respect to total donations received, donations received per location, volunteer coverage and any concerns.
- information, in conjunction with the Assistant Kettle Coordinator, for the year-end report.
- Implements program guidelines in consultation with Kettle Coordinator.
- Understands and complies with internal and external accreditation standards.
- Gathers information from all Kettle Campaign staff throughout the campaign and contributes to the final report compiled by the Kettle Coordinator.
- Supports volunteers and program staff over the phone, via e-mail or in person; explains directions to the various Kettle locations.
- Manages day-to-day volunteer schedules on Better Impact, communicates and finds coverage for vacant kettle host shifts. Records and responds, if needed, to daily kettle hosts feedback forms.

Required Education, Experience and Competencies

- Completion of a High School Diploma
- Certification in a related field (event management, volunteer management, fundraising, project management) would be preferred
- Police Information Check (PIC)

- Valid Class 5 Driver's license
- Personal vehicle and insurance available for work business purposes
- A mobile phone, with sending and receiving text and image capabilities, that can be used for work
- Some project coordination experience would be beneficial. Competent at electronic data entry and information management, as well as the ability to analyze data.
- Intermediate skill level for Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Teams).
- Shows interest in and is inspired by the work of The Salvation Army.
- Highly organized, creative, and motivated self-started with the ability to prioritize and work under pressure.
- Attention to detail; excellent verbal and written communication skills.
Capable of multitasking and moving quickly and consistently and perform under tight deadlines.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **AKCCE091423 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.