



Giving Hope Today

## Employment Opportunity The Salvation Army Community Services (Calgary)

### Kettle Campaign Coordinator

**Position Type:** Temporary Full Time - 40 hours per week

**Location:** Downtown, Calgary

#### Position Summary

This position provides oversight for the Kettle Campaign Program.

#### Hours/Schedule

Temporary Full Time - 40 hours per week; Monday to Friday - 9:00 am to 5:30 pm, until Nov 13, 2023.

Tuesday to Saturday - 9:00 am to 5:30 pm, from Nov 14, 2023

Contract end date: January 5, 2024

#### What you will be doing in your role

- In consultation with the Director of Business Administration and Community Engagement Coordinator, maintains and enhances ongoing relationships with kettle location landlords, businesses and donors.
- Ensures all equipment and materials to effectively run the campaign are available.
- Ensures kettle locations are finalized, landlord agreements are completed, and kettle location kits and kettles are safely stored and secured at the locations.
- Ensures that a kettle location set-up and teardown schedule is created and given to the program staff to implement; troubleshoots and follows-up with any concerns while the campaign is in progress.
- Creates the evening Kettle Team Leaders pick-up schedule and ensures schedule is communicated to each evening Kettle Team Leader; coordinates all communications regarding program.
- Supports volunteers and program staff over the phone, via e-mail or in person; explains directions to the various Kettle locations.
- Manages daily volunteer schedules on Better Impact, finds coverage for vacant kettle host shifts.
- Follows Human Relations and Volunteer Services processes, including completing and submitting required documents; assists in recruitment and selection of all program staff.
- Reviews donation recording spreadsheet to ensure all donations get retrieved regularly.
- Researches best prices for program purchases, prepares purchase order requisitions and submits to Business department for approval.

#### Required Education, Experience and Competencies

- A two-year post-secondary Diploma
- 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 purposes
- An alternate combination of education and experience may be considered.

- Previous Fundraising experience would be beneficial
- Intermediate skill level for Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Teams).
- Excellent verbal and written communication skills.
- Able to work in a fast-paced environment, able to meet deadlines and deal with stressful situations.
- Competent at electronic data entry and information management, with the ability to analyze data.
- Creative approach to problem-solving, good at multi-tasking in a fast-paced environment, great attention to detail and proficiency in program evaluation.
- Excellent communication skills (oral/written), strong sense of integrity and confidentiality with professional ethics; strong skills in MSOffice 365 (Excel, Word, Outlook)
- Leadership: Leads with staff engagement principles to promote excellence and strong team; manages Kettle program staff and volunteers; self-motivated and able to work with minimal supervision

Please apply by sending a cover letter and resume to: [CSCalgary.HRResumes@salvationarmy.ca](mailto:CSCalgary.HRResumes@salvationarmy.ca) and please use the competition # **KCC091423** 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.