

October 6, 2023

FIRST CALL IS HIRING!

We are looking for an experienced professional with a passion for supporting the rights of children and youth in BC for our small team. See the full posting below. Application deadline: October 30

JOB TITLE: COMMUNICATIONS AND DEVELOPMENT COORDINATOR

Full-time position (35 hours/week)

First Call Child and Youth Advocacy Society (First Call) is a provincial charitable organization with a network of over 100 affiliate organizations and a small staff team located in Metro Vancouver. We currently do not have office space and all team members are working from home, with occasional in-person meetings. We conduct research and analysis on child and youth rights and well-being, offer education and training events, and make policy recommendations to promote, strengthen and defend the rights of children and youth in BC.

POSITION SUMMARY

Reporting to the Executive Director, the Communications and Development Coordinator provides communications and fundraising coordination and project and research support to First Call.

KEY RESPONSIBILITIES

Communications

- Develop and oversee communications planning for the Society
- Create and coordinate e-communications, website content, and social media posts
- Respond to media inquiries and coordinate interviews
- Represent First Call at meetings, conferences and speaking engagements as required
- Prepare briefs to government, article, correspondence and other documents

Fund Development

- Coordinate and implement donor acquisition and stewardship and affiliate and individual fundraising appeals
- Identify potential grant sources and prepare applications to support First Call projects and activities
- Support the organization of an annual fundraising gala

Research Support

- Conduct and monitor research relevant to public policy affecting children, youth and families at the federal, provincial and local levels in support of the Society's policy recommendations to government and public awareness campaigns

Organizational Support

- Provide leadership, communication and coordination support to campaigns and projects

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- Participate in planning and implementing First Call's strategic goals, objectives and activities
- Recruit, orient and supervise volunteers and practicum students

QUALIFICATIONS AND SKILLS

- Post-secondary degree in communications, non-profit organizational or business development or related field, or equivalent education and experience
- Excellent verbal and written communication skills in English; knowledge of another language an asset
- Experience writing and editing for publication, such as new releases and policy briefs
- Experience in fund development and donor relations
- Thorough knowledge of Microsoft Office Suite, WordPress and email marketing software; graphic design skills an asset
- Experience with social media tools such as X (formerly Twitter)
- Experience with organization and event promotion/marketing an asset
- Knowledge of and interest in child and youth issues
- Ability to deal diplomatically and effectively with the public and maintain good community relations
- Ability to work independently, efficiently and as part of a team and contribute to a positive organizational culture
- Effectiveness in setting priorities and time management in a busy environment.
- Ability to maintain co-operative, respectful relationships with other staff and volunteers.

First Call welcomes and encourages applications from individuals with diverse backgrounds and life experiences.

HOW TO APPLY

Please submit a resume and cover letter, including a summary of your qualifications and outlining why you would like to work with the First Call Child and Youth Advocacy Society, to info@firstcallbc.org. Please include your name and "Comms and Dev Coordinator Posting" in the subject line.

Deadline for applications is Monday, October 30, 2023.

Annual Salary: \$63,000, plus a full benefits package

We thank everyone for their interest, but only those selected for interviews will be contacted. No phone calls please.

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