



Job Description

Community Coordinator

FVC Initiatives you coordinate

- Community engagement
- Volunteer work parties (in conjunction with Coordinator of Volunteers)

FVC Initiatives you support

- Educational events
- Fundraising
- Organizational logistics
- Other FVC Initiatives as outlined in the 2024 Operational Plan, as required

Reporting relationships

You will report to the Program Director (Aleesha Switzer) as your direct supervisor. You will participate in planning meetings and report to the respective FVC Coordinators for the FVC initiatives you support.

Hours of work

This is full-time work, averaging 37.5 hours per week, with a minimum of 35 hours up to a maximum of 40 hours per week. Overtime is not permitted unless approved by the Program Director. For office tasks you may work from home a maximum of two days per week. You will be expected to work some evenings and/or weekends. This is a one-year work term that will be evaluated and updated annually.

Job purpose

The Community Coordinator works closely with the entire FVC team to implement our community engagement programming, reaching a wide variety of audiences across the Fraser Valley. The work focuses on event planning and support, social media and communications, community relationship building, customer relationship database management and reporting, as well as supporting important FVC organizational initiatives.





Primary duties and responsibilities

The Community Coordinator (CC) performs a wide range of duties, including:

FVC Event Planning and Support

- Coordinate 20-30 events per year
- Meet with FVC staff to determine event goals, roles and responsibilities, logistics, and timelines for effective event coordination
- Book venues and suitable locations for events based on community needs and event goals
- Coordinate event logistics with partners and other stakeholders
- Manage and maintain inventory of outreach materials and event gear in the Airtable database
- Create and maintain event registration lists using Constant Contact marketing software
- Collect information about event attendance, participation, and outcomes
- Support event implementation – set up and tear down of displays or event supplies, guest check in and customer service, volunteer coordination support, or other tasks as needed to ensure a successful event
- Follow up with event attendees

Social Media and Communications

- In collaboration with FVC staff, create social media content in the form of posts and reels for Facebook, Instagram, and/or TikTok, averaging 6 posts per month
- Maintain a social media calendar using Loomly social media management software to schedule, post, and manage social media channels for the FVC and its sub-brands (i.e., Step to It)
- Create the monthly FVC newsletter using Constant Contact
- Assist with the creation and delivery of communication materials including but not limited to blog posts, press releases, articles, presentations, displays, printed materials, and promotional materials
- Create FVC website content using WordPress, as required





Community Relationship Building

- To expand our reach in the community, you will make connections with new groups in the Fraser Valley. This could include any combination of the following:
 - Attend events hosted by other groups
 - Deliver presentations
 - Set up outreach booths at local events
 - Door knocking, cold calling, and emailing community members
 - Attend community meetings
 - Conduct focus group sessions
- Collect feedback from event participants, engaged community members, and the general public to enhance outreach and engagement strategies
- Learn how people talk about environmental issues and how they could be engaged
- Develop and maintain effective relationships with partner organizations and stakeholders

Data Management and Reporting

- Accurately enter data in DonorPerfect customer relations management software
- Manage community contact mailing lists in Constant Contact
- Track and report key performance indicators and deliverables
- Maintain strict confidentiality of participant information

FVC Organizational Support

- Provide ancillary support for other FVC programs by coordinating with and supporting colleagues as needed
- Attend important FVC events, such as the Annual General Meeting and fundraisers, to connect with the community and represent the organization
- Attend monthly staff meetings and program planning meetings





Expectations

The Community Coordinator should demonstrate competence in the following:

- Ethical behaviour: Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the organization's values.
- Effective communication: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Creativity and/or innovation: Develop new and unique ways to improve the FVC and create new opportunities.
- Teamwork development: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the FVC.
- Leadership: Positively influence others to achieve results that are in the best interest of the FVC.
- Decision-making: Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the FVC.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Problem-solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.

Compensation

Calculated based on industry standard and years of experience: \$22.50/hour.

Effective date _____, 2024.

