



POSITION PROFILE

Community Coordinator

POSITION IDENTIFICATION

Position Title: Community Coordinator
Reports to: Board of Advisors, Board of Directors

PROGRAM SUMMARY

Ladies in Pink is a program offered by YWiB to connect young women with volunteer opportunities in the community. This is a new spin on networking and an entirely different way to get involved in volunteering – think philanthropy: reinvented! Our volunteers (“the Ladies in Pink”) are provided with short-term or one-time-event opportunities to volunteer their time. At the same time, these Ladies have unique access to attend amazing events that will spark inspiration, innovation, and opportunities.

POSITION SUMMARY

The Community Coordinator is responsible for initiating and strategically developing philanthropic partnerships with a wide-range of non-profit organizations in the local community to provide opportunities for members to engage with the community. Past partners include the Forum for Women Entrepreneurs, the Canadian Breast Cancer Foundation, Canucks Autism Network, VGH and UBC Hospital Foundation, Business in Vancouver & Women in Leadership. The Coordinator will act as the primary point of contact for members interested in the Ladies in Pink program and will be responsible for connecting those interested with available opportunities.

ORGANIZATIONAL STATUS

The Coordinator acts as a liaison between the YWiB executive team, non-profit organizations, and members and coordinates ongoing activities of the community portfolio. As the philanthropic community evolves, the Coordinator will be given the opportunity to initiate innovate programs to suit the member’s and philanthropic community’s needs and interests.

MUST KNOW ABOUT YWIB

Our team structure, where we provide benefit to members and how Ladies In Pink is integrated. Keeping in touch with member interests in volunteering areas and understanding the value volunteers provide to our external partners. It will be key to understand the value proposition this program offers.

WORK PERFORMED

This position will require the continuance of past partnerships and the creation of new ones. At the same time, members who are interested in volunteering will be contacting you to connect them with opportunities. You will organize groups of girls to attend specific events and communicate with external organizations to coordinate the details of the volunteers available.

There will be constant communication with the Director of Member Relations to ensure the program meets member needs and interest, with the Director of Marketing to coordinate timely promotion of community events and with the Corporate Relations team to develop partnerships.

SIGNIFICANCE OF POSITION

YWiB has had a fantastic start to this philanthropic program. We can’t wait to keep contributing to our current partner organizations and meet new ones that our Ladies in Pink can contribute their time at. This is an important position that provides a way for our members to give back to their communities.

POSITION PROFILE

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EDUCATION/WORK EXPERIENCE

Demonstrated experience in running events, project management, developing external partnerships & facilitating relationships with various stakeholders. Passion and knowledge about the Vancouver philanthropic community is an asset, and experience with non-profit organizations in a coordinating capacity is as well.

SKILLS

You'll be great at this job if you have:

- Excellent judgment, decision-making, organization and prioritization skills
- Excellent critical thinking and problem solving skills
- Strong communication, teamwork, and relationship building skills
- Excellent written communication skills
- Strong computer skills (Microsoft Office, Social Media, and basic HTML)
- Ability to handle all matters in a highly professional manner