

FAMILY SERVICES of the NORTH SHORE

Job Posting

Temporary position

Position:	Community Engagement Coordinator, Christmas Bureau
Position #:	17-1163
Reports to:	Manager of Community Engagement & Philanthropy
Location:	North Shore Christmas Bureau office
Closing:	September 24, 2017

The Agency:

Family Services of the North Shore is an accredited, not-for-profit, community based organization which serves the City and District of North Vancouver, the District of West Vancouver, Lions Bay and Bowen Island. Family Services of the North Shore also provides provincial wide programming in the prevention of eating disorders.

The Program:

The Christmas Bureau offers support to low-income families, seniors and persons with disabilities, who live in North or West Vancouver, Bowen Island or Lions Bay and are in need of assistance during the holiday season. Christmas Bureau recipients are matched with donors who prepare a hamper of grocery gift cards & gifts for that family, senior or person with disabilities. Recipient families with children and seniors with grandchildren also have the opportunity to visit the Toy Shop and select some gifts for their children. Christmas Bureau recipients who are not matched with a donor receive a hamper created by the Christmas Bureau.

The Job:

You will assist the Manager of Community Engagement & Philanthropy to support the clients, donors and volunteers of the Christmas Bureau. You will help coordinate a variety of events including the Volunteer kick-off, the Toy Drive, the Hamper Exchange and the Volunteer thank you events. You will be a major support to the CB volunteers and will provide orientation, training, scheduling assistance and other support as needed. You will assist with determining the needs for volunteers in a variety of areas at the Christmas Bureau and ensure that they feel supported in their various roles.

This position runs from approximately October 10, 2017 – January 31, 2018 for approximately 400 hours of service. The hours will be concentrated primarily from November 6, 2017 – December 22, 2017.

The Candidate:

You have a university degree/ college diploma and/or relevant work experience. You are a real 'people person' with customer service or public relations experience. You are non-judgmental and have previous experience working with diverse groups including those impacted by poverty. You have experience working in large group settings. You thrive in a busy, fast-paced environment and have strong organizational and communication skills.

Proficiency in a language in addition to English would be considered an asset. Previous experience working with volunteers would be considered an asset.

Please respond, in confidence, with cover letter and resume to:

Kathleen Whyte

Senior Manager of Human Resources

careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.