

Position: Community Engagement Coordinator, Tiny Hands of Hope

Mission Statement and Values:

Tiny Hands of Hope Society is a non-profit organisation whose mission is to work within our community of Grande Prairie, Alberta, and Area to support families who have suffered from all types of pregnancy and infant loss.

We are dedicated to spreading awareness and helping others during their time of need and grieving.

We do this by Hosting Grief Circles, Self Care Events, Bereaved Mothers' Day Brunch, Wave of Light Event, and our Annual Peace Country Walk to Remember.

We operate on a set of core values:

Support, Respect, Advocacy, Validation, Hope, Compassion, and Empathy.

Position Overview:

The Community Engagement Coordinator will encompass all our core values. The Community Engagement Coordinator will work with our Board of Directors to fulfill our mission of supporting families affected by pregnancy and infant loss. The Community Engagement Coordinator will play a pivotal role as the society's Lead Advocate, ensuring that Tiny Hands of Hope's plans and visions are met efficiently and effectively. This leadership position requires a forward-thinking individual who can drive growth and innovation.

Key Responsibilities:

Leadership and Management:

- Collaborate with the Tiny Hands of Hope Board of Directors to develop and implement the society's strategic plan, ensuring alignment with the vision and goals.
- Responsible for the overall management of programs, fundraising, and maintaining and growing sponsorships.
- The Community Engagement Coordinator will work closely with the Board of Directors, ensuring the vision and business plan is enacted and supporting the development of performance goals and long-term operational plans.
- Provide day-to-day operations ensuring effective program management and administrative efficiency.
- Build and maintain a positive organizational culture by fostering collaboration, support, and communication among board directors, members and volunteers.

Outreach and Community Engagement:

- Being a lead advocate for Tiny Hands of Hope within the community.

- Collaborate and build connections with key stakeholders, including community partners, public and private entities, as well as potential sponsors and donors.
- Act as the primary spokesperson and advocate for the organization in the community, representing our mission and values to external audiences.

Fundraising and Financial Management:

- Secure funding through grants, sponsorships, donations, and fundraising events to support the organization's programs and initiatives.
- Oversee grant writing applications and fundraising proposals, ensuring alignment with organizational goals.

Program Development and Implementation:

- Monitor and evaluate program effectiveness and impact, bringing adjustment proposals to the Board of Directors as needed to ensure continuous improvement and growth.
- Execute action items and strategic plans to promote the growth and sustainability of the organization.
- Ensure that policies, procedures, and practices are available and aligned to support and ensure effective program delivery.

Communications and Marketing:

- Develop marketing materials to promote the organization's services and initiatives.
- Facilitate effective communication with families, volunteers, donors, community partners, and Board of Directors.
- Continuously monitor industry dynamics and trends, and emerging tech developments.
- Assist with social media posts and community engagement.

Qualifications:

- A College or University Degree in nonprofit management, social work, communications, marketing, or a related field (preferred).
- Minimum of 3-5 years of experience in a Canadian / Alberta nonprofit organization or a related field (preferred).
- Ability to work with minimal supervision and direction, prioritizing and self identifying opportunities and efficiencies in task and workflow management.
- Strong interpersonal skills and the ability to network and build relationships with diverse stakeholders.
- Exceptional communication skills, both written and verbal.
- Passion for supporting families affected by pregnancy and infant loss and understanding of the challenges they face.
- Proven experience in fundraising and grant writing, with a track record of securing financial support.
- Strong time management and organizational skills

- Self motivated with a willingness to learn and develop skills.
- Must be at least 18 years of age.

Duties

- Being a lead advocate. Daily community engagement, advocating, attending community events, meeting with the community, families, etc.
- Grant writing, fundraising.
- Doing the follow-ups after the self-cares, grief-circles, etc. Building connections with people. Ongoing engagement.
- Maintain society communication channels.
- Building relationships with other organizations.
- Following the bylaws.
- Statistics of our events, etc.
- Take the tasks from the board and get them done.
- Social media of events they attend, commenting/responding. Post winners of raffles, etc.

Specifications

- Salary: \$25,000-38,000, based on experience
- Job Type: Part-time. Average 20-25 hrs a week, flexible schedule to accommodate self-care events, grief circles, society events, etc.
- Position to remain open until successfully fulfilled.

Please send a cover letter and resume to tinyhandsofhope@gmail.com

We thank you for your interest. Only considered candidates will be contacted for an interview.