

## **Job Posting - Volunteer and Event Coordinator**

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

Are you someone who enjoys getting involved in the community and is passionate about humanitarian work? Then this position is for you! As a Volunteer and Events Coordinator you will be HCI's focal point of contact in the community with the goal of increasing brand awareness, building partnerships, and raising funds for causes that matter. You are someone who has a friendly and outgoing personality who loves to connect with people and motivate them towards doing good.

**Position Title:** Volunteer and Event Coordinator

**Reporting To:** Director of Fundraising

**Location:** GTA

**Terms:** Full time – 37.5 hours per week

**Deadline to Apply:** Ongoing until position is filled

### **Key Duties and Responsibilities**

#### **Outreach**

- Maintain a strong image of HCI within the community and introduce new donors to the organization;
- Create a special relationship with major donors and community leaders, keeping them informed of HCI's work and successes;
- Utilize all regional and personal social media platforms to promote HCI messaging, campaigns, activities and appeals;
- Create a calendar for outreach activities, including community events, workshops, appearances and other opportunities.

#### **Fundraising and Events**

- Manage relations with mosques to raise funds by:
  - Organizing Jummah and Taraweeh collections
  - Distributing material for specific campaigns (Ramadan, Qurbani, Emergencies)

- Setting up fundraisers in collaboration with the community
- Build a network with different ethnic groups with the goal of introducing HCI to them and raising funds collaboratively;
- Setting up fundraisers in collaboration with the community
- Coordinate events to raise funds, including donor/volunteer appreciation events, fundraising tours, and other fundraising initiatives;
- Make phone calls during specific campaigns to solicit donations from donors in your region;
- Identify businesses that may partner with HCI work - Collection boxes, in-kind donations to sponsorships;
- Identify High-Net-Worth (HNW) individuals in your community to support major HCI projects, in coordination with national leadership;
- Engaging with MSAs in local Schools, Colleges & Universities, in partnership with other HCI departments;
- Networking with other NGOs to identify local projects for HCI to be involved in;
- Carry out some media work, as directed by national leadership;
- Postholder may need to cover or support Fund Development team members in other regions and on national events outside their region;
- Acquire, manage, and engage volunteers to create a positive experience and align their efforts with organizational goals.
- Any other tasks assigned.

#### Qualifications, Skills and Experience

- University degree desirable, preferably in events planning, fundraising or project management, or equivalent alternatives.
- Experience working within a fundraising, sales and/ or events planning role, preferably with a non-profit organization
- A track record in community activism and volunteering.
- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from a variety of social backgrounds
- Excellent prioritization and time-management skills
- Team player with the ability to work independently with little direction or supervision
- Strong and clear commitment to HCI's values
- Fluency in English and excellent written communication skills, fluency in any other ethnic language is an asset
- Full driving license, with access to a car would be an advantage.

Salary

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental, wellness and other benefits
- Sick Days, Paid Holidays, Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

***Travel, evening and weekend work will be expected.***

If you are interested in this position, please email a cover letter and resume to [careers@humanconcern.org](mailto:careers@humanconcern.org) with the subject heading 'Volunteer and Event Coordinator'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.