

## **Job description: Volunteer Engagement/Event Planning**

This position will primarily focus on volunteer engagement and event planning, as well as social media communications and fundraising through sponsorships, etc. General administrative duties may also be required to assist with day-to-day operations.

This position will especially appeal to those who enjoy a variety of duties, and a fast-paced environment. Strong relationship building skills are essential for this position. Time management and prioritization of tasks will be essential to the success of this position. Effective communication and regular collaboration with team members will be key as we look toward the success of our planned 2022 events and programs.

Full time position

Salary 45,000 – 55,000

Please submit your resume to Debbie McInnis at [dmcinnis@moncton.unitedway.ca](mailto:dmcinnis@moncton.unitedway.ca) by midnight June 8<sup>th</sup>, 2022

### **EVENT PLANNING**

- Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow up
- Order supplies needed for events and ensure items arrive in a timely fashion
- Assist in site and vendor selection.
- Develop effective and collaborative relationships with internal and external stakeholders
- Supervise volunteers and staff at events, assign duties, and provide general direction
- Conduct post-event data and strategic analysis to inform future events
- Plan and execute pre-event marketing
- Ability to use different forms of social media for promotion of events

## **VOLUNTEER ENGAGEMENT**

- Develop a plan to recruit and retain new volunteers as needed
- Provide excellent customer service to all volunteers & assist in the recruitment of all United Way volunteers
- Passionately support the vision and mission of United Way of Greater Moncton and Southeastern NB, and protect the interests of the organization
- Work in partnership with the team to ensure Volunteer database accuracy
- Manage all volunteer communication emails
- Respond to email and phone requests to volunteer within 24 hours
- Required Excellent communication skills, both verbal and written to be used internally and externally
- Strong interpersonal skills with the ability to work independently and collaboratively in a fast-paced, energetic environment.
- Demonstrated ability to multi-task on a daily basis, realizing the need for detail-oriented work: this includes the ability to shift from one project to another.
- Excellent public speaking skills with the ability to serve as a spokesperson for United Way.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, volunteers and donors.
- Recruit volunteers to assist our seniors' meal program as well as various events throughout the year
- Manage and coordinate volunteers for our annual Day of Caring
- Plan appropriate recognition of volunteer efforts.

## **NECESSARY SKILLS:**

- Bilingualism (French and English) is a requirement. Must be proficient in both official languages written and spoken.
- Flexibility (this includes willingness to work flexible hours as per events)
- Ability to work in a high stress, fast paced environment
- Ability to work both in a team and the ability to work independently
- General administrative duties
- Experience with various social media platforms
- Experience with website design would be considered an asset
- Effective time management
- Valid driver's license and access to own vehicle is a necessity