

# Engagement Coordinator

Application Deadline: May 1<sup>st</sup>

Interested in *Building Peaceful Communities*? Come join our CMCS team!

Part-time contract – Approximately 20 hrs/month

## Who is CMCS?

Community Mediation Calgary Society (CMCS) is a small 29+ year-old organization in the process of increasing our profile in the community. We provide free conflict resolution services including mediations, conflict assistance meetings, workshops and community presentations for individuals and community groups in Calgary and the surrounding areas. Promoting the building of peaceful communities is our core service.

## The Opportunity

We are looking for a self-motivated person to join CMCS in the Communications & Community Engagement Coordinator position. This role is centred on outreach with community groups, potential partners and communication with our members. If you have a passion for conflict resolution and want to help us deliver exceptional services, please send us your resume, cover letter and any examples of your work with social media to [vp@communitymediation.ca](mailto:vp@communitymediation.ca) by May 1<sup>st</sup>, 2023.

## Job Description

The Communications & Community Engagement Coordinator will support CMCS to:

- Build strong and lasting relationships and partnership with community groups in Calgary and the surrounding areas
- Organize and participate in meetings with existing and potential community partners to foster relationships.
- Collaborate and brainstorm with community groups on how to leverage CMCS to help them build peaceful communities
- Work with the board, board committees and third party marketing firms to activate awareness campaigns for CMCS with the goal to increase the usage of our services as well as increase volunteer involvement and membership of CMCS
- Work with the board, board committees along with the Intake Coordinators on consistent and regular communications to members through our website, a quarterly newsletter, social media and email communications
- Work directly with the Board of Directors, members, and various committees execute their strategic directives.

## Skills and Experience:

We are looking for someone with the right combination of communications and outreach skills to build strong partnerships and drive new clients to engage with our services. The right person will have the following:

- Exceptional interpersonal skills and ability to build relationships
- Excellent communication skills (Written and oral)

- Strong computer skills including MS Office 365 (Word/Excel/Outlook) and basic graphic design programs
- Experience with social media, Google Analytics and Google Ads is preferred
- Experience with website design and editing, Squarespace is preferred
- Experience with Customer Relationship Management systems
- Experience with Mailchimp for Newsletter creation and dissemination is preferred
- Desire to work from home and be available to respond to communications within 2-3 business days
- Personal leadership attributes including being self-motivated with a strong desire to help grow CMCS through this role

**Role Details:**

- 1 year part-time contract with the potential for continuing annual contracts
- Work from home
- Variable hours depending on workload but typically 20 hours/month.
- Attend one board meeting every month
- Salary: \$20 – 25.00/hr