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| Job Title: | Community Engagement and Events Assistant | Competition #: | 12052024 |
| Department: | Community Engagement | Status/Position Type: | Full -Time |
| Compensation: | TBD | Unionized: | No |
| Ministry Unit: | Journey to Life Centre | Date posted: | December 05, 2024 |
| Address: | 545 Cumberland St N. Thunder Bay ON | Posting Expires: | December 27, 2024 |

APPLICATIONS ACCEPTED BY:

Email: gary.ferguson@salvationarmy.ca

Attention: Gary Ferguson, Executive Director

Mailing Address: The Salvation Army, Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON, P7A 4S2

Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The Community Engagement and Events Assistant provides support to the Community Engagement Manager in the development and implementation of special event fundraising initiatives. The objective is to broaden the awareness of The Salvation Army Journey to Life Centre through various special events and initiatives developed by the public relations department.

ACCOUNTABILITIES:

Public Relations & Development:

- Develop, update and maintain promotional materials for The Salvation Army Thunder Bay Journey to Life Centre, including social media (Facebook, Twitter, Instagram, etc.)
- Assist with the organization and implementation of fundraising and public awareness special events on behalf of The Salvation Army, including but not limited to, the Santa Shuffle, Red Shield Dinner, and the annual Christmas Kettle Campaign
- Liaise with community contacts and seek opportunities to promote fundraising campaigns/special events through public awareness presentations; develop and implement community and special events for community awareness
- Assist with the recruitment, training, and supervision of volunteers for campaigns and events

Administration:

- Assist with the completion of all administrative responsibilities associated with campaigns and special events including preparation of bank deposits and donor receipts
- Assist with the preparation of event and campaign plans, timelines, budgets, and final reports
- Prepare and maintain reports, correspondence, and other documentation as necessary
- Communicate regularly providing activity status updates related to the department goals and events and make suggestions to improve efficiency and outcomes
- Ensure that all aspects of work are completed in accordance with the principles, standards, and policies and procedures of The Salvation Army Journey to Life Centre

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of 2 or more years of community college, preferable a diploma in marketing or fundraising
- Minimum of one (1) year of prior related experience including communications, marketing, media/social media, event coordination, photography and working in the non-profit sector
- Membership in professional organizations, resource development, marketing and public relations would be a definite asset (i.e.: CPRS, IABC, CFRE)

- Experience with graphic design, creative storytelling, photography and multi-media skills
- First Aid/CPR and Non-Violent Crisis Intervention training or willingness to obtain
- Valid Ontario Class "G" Driver's license and a copy of a driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required
- Provide an original copy of a Background Check screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment
- Screening through The Salvation Army Abuse Registry
- Willing to be immunized for Hepatitis B and Tuberculosis screening
- Support for and an understanding of the mission and purpose of The Salvation Army in Canada
- NOTE: Alternative combinations of education and experience may be considered

SKILLS AND CAPABILITIES:

- Effective organizational skills and the ability to complete assignments and meet deadlines
- Strong computer proficiency and database skills (Microsoft Office, graphic design, web design, social media management) ensuring accuracy and attention to detail
- Pleasant and courteous disposition with the ability to remain composed in a fast-paced working environment
- Strong oral and written communication skills
- Ability to lift and move up to 20 pounds as required

CONDITIONS OF EMPLOYMENT:

- This is a full-time permanent position based on 37.5 hours per week.
- Schedule may vary due to the requirements of position responsibilities which may include some work outside of regular schedule, particularly on some weekday evenings and weekends.
- Normal hours of work: 8:30 a.m. to 4:30 p.m. Monday to Friday that includes a ½ hr. unpaid meal break. Flexibility in scheduling is available.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights

legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

