



Requires

3 COMMUNITY FUND COORDINATORS

(One year contract positions, with options to renew up to two additional years)

County of Newell: 20 hours/week

County of Forty Mile 15 hours/week

Special Areas 3 and MD of Acadia: 15 hours/week

In Fall 2018, three community funds were established to serve the charitable needs of specific geographical regions within Southeastern Alberta. These permanent funds or endowments have been established by local residents and enable the community to “give where you live.” They will operate using the Community Foundation’s charitable status, administration and financial supports.

Your primary responsibilities:

- Using best practices and strategies, grow and promote the Community Fund (including social media platforms, event planning and projects)
- Develop and maintain ongoing relationships with donors
- Work in collaboration with Regional Development Manager and Committee Chair

Your qualifications:

- Post-secondary diploma or degree in marketing, communications, business or related field
- Exceptional communication, interpersonal, critical thinking, organizational and computer skills
- Accustomed to working independently
- Possess a high degree of professionalism and diplomacy
- Knowledge of the region and existing community initiatives
- Valid driver’s license and reliable vehicle

If you want to be part of a charity *that is all about positive impact*, send a cover letter and resume by January 11, 2019 at noon to:

Marlene Watson, Regional Development Manager

Community Foundation of Southeastern Alberta

#104, 430 – 6th Avenue SE

Medicine Hat, AB T1A 2S8

marlene@cfsea.ca

403.527.9038

Please indicate what geographical region you are applying for. The anticipated start date for the positions is February 1, 2019.

Vibrant, healthy, caring, communities – Today, Tomorrow, Forever!