

The Chatham Kent Women's Centre
is seeking to hire a
Volunteer Coordinator/Event Planner/Fundraiser
(1 Year Contract Maternity Leave, Full-Time)

The Chatham Kent Women's Centre Supports women and children facing violence by providing shelter, advocacy, counselling, and public education.

The **Volunteer Coordinator/Event Planner/Fundraiser Staff** is a cooperative member of the Outreach Team who will work with the community raising the awareness of the Centre as well as planning fundraising opportunities for the community.

As a member of the Outreach Team, the **Volunteer Coordinator/Event Planner/Fundraiser Staff** will plan, organize and implement special events/fundraising activities; secure necessary sponsorship/donations; recruitment and screening of volunteers; organize promotional material and assist with reception. The successful candidate will demonstrate superior communication and interpersonal skills, relationship building among the community and execute strong organizational skills to balance the design and future development of the Centre.

Qualifications:

- An ability to communicate a global perspective to empower women, children and youth to live a violence free and safe lifestyle;
- Fluency in spoken and written French would be considered an asset.
- Post Secondary Degree in Communications and/or a related degree with 3 year experience;
- Minimum 3 year experience in fundraising, marketing and event planning
- Must be community minded with excellent public relations skills
- Current CPR and First Aid certification;
- Must be familiar with MS Office Products;
- Must have a valid driver's license and access to a reliable vehicle.

Applications should be forwarded to Angela Corso, Community Outreach Manager by fax 519-354-6038 or email angelaco@ckwc.org .

Applications received after December 5, 2011 will not be considered.

No phone calls please. Only those selected for an interview will be contacted.