



Engagement Coordinator

Salary: \$65,000/year

About the Federation

Recognized as a voice for community social services since 1982, The Federation of Community Social Services of BC (the Federation) represents diverse, caring and committed member agencies from across British Columbia. Our member agencies offer a range of services to communities, people living with physical and mental challenges, vulnerable children, youth and seniors, new immigrants, people living with addictions or mental health issues, and those living in poverty. Federation services and programs inform, inspire, educate, and support the people and organizations doing this incredible work. We are member driven and community focused, working on behalf of our members – and the social services sector as a whole - to develop a vibrant, sustainable social services system.

Job/Position Summary

The Engagement Coordinator will work across the Communications and Operations teams to support the Federation's communications, event, and training activities. This position is responsible for supporting the development and design of content across Federation communication channels, with a particular focus on event communications. In addition, this position provides event and administrative support for all Federation conferences, meetings, and training workshops. This includes day of event and meeting support.

Work Activities

The Engagement Coordinator will...

- Provide support on the coordination and execution of Federation events and meetings.
- Lead the creation, design, and distribution of event marketing materials, including social media campaigns.
- Be responsible for slide development, event program development, and managing invitation lists and RSVPs.
- Support researching, writing, and editing communications and marketing materials (newsletter, website copy, blog posts, etc.).
- Work closely with the Communications Team on major projects including a website update and brand renewal.
- Create and manage a social media content calendar.
- Support the management of the Federation's social media channels.
- Coordinate the Federation's graphics and photo library.

- Update the Federation website, as needed.
- Support member engagement activities.
- Serve as the first point of contact for inquiries related to education and training opportunities, passing along information and messages as required.
- Work closely with senior leadership to identify opportunities for partnership and collaboration.

What the Federation can offer you

We are a small but mighty staff team that works closely on all Federation activities. Our workdays are full but fulfilling. We are passionate about social justice and are committed to reconciliation. We offer work from home flexibility, a competitive salary and benefits package with RRSP matching, generous time off, and professional development opportunities. This is a full-time salaried position starting at \$65,000/year with three weeks of vacation.

Organizational Status

- Reports to the Director of Communications and Education
- Works closely with the Manager of Communications and the Operations Team, including the Executive Assistant.
- Full time position 37.5 hours per week
- Some travel required

Education/Work Experience

A level of education, training, and experience equivalent to an undergraduate degree in a relevant discipline such as Communications, Public Relations, Journalism. Experience working in an office environment would be an asset.

Skills

- Strong verbal and written communication skills.
- Strong problem-solving and decision-making skills, able to respond quickly to new or changing work demands.
- Detail oriented and highly organized.
- Proficient in Microsoft Office: Word, Excel, Outlook, SharePoint, PowerPoint.
- Ability to assess, address and balance the needs of multiple stakeholders.
- Ability to establish and maintain positive working relationships.
- Experience in coordinating events and learning opportunities would be an asset.
- Experience in coordinating virtual meetings and webinars would be an asset.
- Experience working as part of BC's community social services sector would be an asset.
- Some graphic design experience would be an asset.

How to Apply

Please apply with your resume and cover letter to applications@fcssbc.ca. This position will remain open until filled but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you! Please quote *Engagement Coordinator* in the subject line.

As part of our commitment to social justice and reconciliation, we encourage equity-seeking individuals to apply, including those who identify as: Two-Spirit, Indigiqueer, non-binary, cis, transgender, Indigenous, Black, immigrant, refugee, or those with diverse abilities.

We acknowledge the Coast Salish Peoples on whose territories we do our work. We also recognize that the work of our members takes place on the unceded, traditional lands of Indigenous peoples and Nations across the province. We are grateful and we honour the generations of Indigenous people who have cared for these lands, waters and air, and continue to do so today.