



Job posting – Development Coordinator – Nov 2021

WITS Programs Foundation (WPF) is a charitable non-profit society that offers Canada's national bullying-prevention programs WITS/DIRE and LEADS/MENTOR, administers the Canadian Kindness Leaders project, organizes activities for Pink Shirt Day, and more. We are seeking a Development Coordinator to assist with the events, fundraising and administration that support the delivery of our impactful programs. We hire based on the person who is the right fit, and we want to find the best match between our range of needs and what prospective employees can offer. Find out more about the WITS Programs Foundation at www.witsprogram.ca

Job Title: Development Coordinator

Job Location: Victoria, British-Columbia, 50% or more in our Esquimalt office in normal times; mostly or entirely work from home during severe health restrictions. Must be fully COVID vaccinated.

Job Description:

Reporting to the Executive Director, the Development Coordinator is responsible for coordinating annual events such as Pink Shirt Day & the Pink Shirt Gala and overseeing other WITS programs. We are looking for someone with technical, administrative and leadership skills. Responsibilities include, but are not limited to, planning of online or in person events and of other support duties related to WPF programs.

This position involves:

- Event planning (booking of facilities, technology requirements, managing staffing etc.)
- Program reporting & simple project management
- Directing contractors & volunteers as needed
- Assisting with office and society administration
- Research as needed
- Partnership development & fundraising
- Communications & Program marketing (social media, e-news & more)

Desired Qualifications and Skills:

- 3 years of related experience or equivalent combination of education and experience in program coordination and/or events
- Working knowledge of current technology and systems including Microsoft office suite, Asana, and messaging apps such as Slack
- Strong interpersonal, time management, and problem-solving skills
- Ability to communicate effectively both orally and in written communications
- Ability to work independently and as a member of a team
- Demonstrated ability to research
- Bilingual in English and French an asset

If you think you are a good fit for our organization, let us know! WPF is an equal opportunity employer, based on inclusion, cooperation, and open communication. We strive to provide the flexibility necessary for our staff to perform at their best.

The final job description will be a combination of task descriptions based on the person who is the right fit: we will also consider other areas where you excel. We are a small and growing organization. In this work environment it is important for all team members to help develop policies and procedures, and to do whatever is necessary, sometimes shifting gears quickly. Through it all, a passion for kindness is essential.

WPF has employee benefits, flexible hours, work-from-home options, and endless warm & fuzzy feelings from having such a worthwhile job. Also, protocols considering COVID-19 are currently in place.

Compensation: \$23 - \$27 per hour based on skills and experience. Benefits package available after 6 months' employment.

Start Date: negotiable, likely early December

Term: After a 3-month probation, this position is permanent at 28 to 35 hours per week based on employee's preference and work availability. The number of hours per day is flexible with working hours generally between 8:30 to 5:30 pm weekdays.

Apply by sending in your resume and cover letter to:

Renée Cenerini, Program Manager & HR (Human Resource) advisor, pmgr@witsprogram.ca

Closing date: Friday November 19th, 4 pm