

# JOB POSTING



3333 University Way Prince George, BC V2N 4Z9 (250) 960-7664



**POSITION:** Community Outreach Coordinator (COC)

**EMPLOYMENT TERM:** May 15th to August 25th, 2017

**DESCRIPTION:**

CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia. The COC works under the Station Manager and closely with the Camp Counsellors, Fund Development Coordinator, and Volunteer Coordinator. The COC manages all public engagement events through the duration of the summer and be the central figure in the Summer Radio Camp. Cultural events, community celebrations, and a commemoration of Canada's 150th anniversary of Confederation are to be planned and delivered by this role. They are central in engaging youth. They will represent the organization in the community, serving as a pivotal liaison, between connecting community members to services our nonprofit organization provides on and off campus.

**35 hours per week**

**JOB DESCRIPTION** (but not limited to):

1. Oversee multiple units of campers, and address issues as they arise
2. Assist with the creation, and oversee implementation, of the Radio Camp curriculum
3. Spearhead recruitment strategies for enrollment into the Radio Camp
4. Mitigate anxiety and provide necessary encouragement and coaching to campers
5. Further relations established with youth centred orgs & programs, along with building new ones
6. Integrate the event planning with our partners in the community who work with youth, strive to end homelessness, and strengthen or area's social welfare
7. Develop policy & procedure that will inform planning and implementation of future events & camps by taking and sharing digital notes on what activities work well & suggest improvements

**QUALIFICATIONS** (not required but would be considered an asset):

1. First Aid Ticket
2. Criminal Record Check (Required)
3. Excellent oral and written communication skills
4. Experience with Event Planning
5. Experience with Youth

**HOW TO APPLY:**

Please send your attached resume and cover letter to CFUR Station Manager, Ian Gregg (programming@cfur.ca). Make sure the subject line reads: 'Community Outreach Coordinator'. Only those selected for an interview will be contacted.

All applications must be submitted before May 10th, 2017, at 4:00 p.m. PST. CFUR is an equal opportunity employer.