



## **Community and fund development coordinator**

The Don Bosco Youth Leadership Centre (DBYLC) is a non-profit organization located in the east end of Montreal (Rivière des Prairies). Its mission is to foster the development of good and kind young people and help them become positive leaders. And at the same time, invest in today's youth culture. This mission is carried out through a variety of activities whose goals are education, prevention, and leadership training.

The DBYLC is seeking to add to our team, a dynamic, independent leader with a strong work ethic whose primary role is to increase funding to support our mission. Recent graduates, or still in school, are welcome to apply.

### **Tasks and responsibilities:**

Under the supervision of, and working along side with the Program Director, the candidate will:

1. Take the lead in exploring and applying for grants.
2. Raise awareness of the mission and positive impact of the DBYLC.
3. Build relationships with individuals, businesses and government officials who are supportive of the values of the youth center. And who can have a financial investment and/or potential positive effect on the DBYLC's direction.
4. Help develop a marketing strategy and approach that raises the profile and impact of the DBYLC.
5. Manage some of the online fundraising organizations that the DBYLC is presently using.
6. Attend meetings that have a youth/community agenda where sponsorship opportunities can be explored.

### **Requirements:**

The candidate must:

- Have strong communication skills (written and spoken in both English and French).
- Have a proactive leadership style and positive attitude.
- Have good basic computer skills.
- Have completed a college degree (or in the process) or higher (or equivalent).
- Strong interpersonal skills with a natural ability to build relationships.
- Good understanding of different social media platforms (as they will be used for your position).
- Willingness to accept challenges and develop creative solutions to resolve them.
- Autonomous, self-motivated, resourceful, team player with a desire to help create a wider vision for the DBYLC.

### **Remuneration:**

- 6-month contract position (with possibility of extension).
- Part-time hybrid role with flexible hours (average 8 hours a week).
- 25\$/hr + 20% commission (more info given if interviewed).

**Send CV (reference letters optional) to Theo Vecera, Program Director  
theovecera@gmail.com**

**Interview process (Monday, March 21, 2022 to Friday April 8<sup>th</sup>, 2022)**

*Please note that only those considered will be contacted for an interview.*

*Position to start during the month of April.*

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