

COMMUNITY ENGAGEMENT COORDINATOR

Roedde House Museum

Job description

The Community Engagement Coordinator will work in concert with the Museum Manager to oversee volunteers, promote special programmes and events, and maintain a database of members and donors.

Primary Responsibilities:

Volunteers: (40%)

- To recruit, interview, train and retain volunteers for museum tours and operations.
- To schedule volunteers for museum tours, Tea & Tours, concerts, rentals and special events.
- To maintain a current volunteer database.
- To work with the Museum Manager on developing and assigning tasks, roles and opportunities for volunteers as needed.
- To assist with organizing or over-seeing house rentals and special events.

Engagement: (35%)

- To provide staff presence and facilitation during museum concerts and events.
- To generate revenue by securing group tours and special events.
- To produce monthly e-newsletters, as well as provide support in designing and creating promotional material.
- To liaise with potential donors and sponsors of community events.
- To assist the Museum Manager in organizing appreciation occasions for members, volunteers and donors.
- To connect with similar organizations, press, and media.

Database: (15%)

- To develop and maintain the membership programme.
- To expand and maintain a database of donors.
- To issue charitable tax receipts for donations and donations in kind.

Additional responsibilities: (10%)

- To welcome visitors and give personal tours when no volunteers are available.
- To help conceptualize and assist in the curation of museum exhibits.

Time Commitment: 15 hours per week

Note: when the Museum is open on a holiday or for special events, this weekly schedule may expand to fit the need, with the discussion and discretion of the Board of Directors and the Manager.



1415 BARCLAY ST. : T/F 604.684.7040
VANCOUVER, BC : info@roeddehouse.org
CANADA V6G 1J6 : www.roeddehouse.org

Qualifications:

An energetic, result-oriented professional, the Community Engagement Coordinator will possess the following minimum required qualifications:

- A Bachelor's degree or higher from an accredited university or college.
- Attention to detail and high level of accuracy;
- Ability to balance several projects, competing demands and changing priorities;
- Excellent interpersonal and communication skills;
- Ability to work independently or collaboratively as a member of a small office.
- Experience coordinating and scheduling volunteers or staff.
- Fluency in French is an asset.
- Proficiency in MS Office applications; understanding of basic social media use; familiarity with Photoshop and/or Joomla a plus, but not required.

Remuneration: \$16.00 per hour

To apply, please submit a cover letter and CV to Annika Penner at info@roeddehouse.org by Monday, November 13th.