



Community Relations Manager

The role of the full-time, permanent Community Relations Manager is to engage and meet the needs of our internal and external audiences through marketing, communications, public relations, fund development and special events. Reporting directly to the Executive Director, the CRM will be the primary lead on the following duties:

- Marketing & Communications
 - o Assist in the development and implementation of the annual marketing and communications plan
 - o Prepare messages and articles for monthly newsletter, Ad sales, update street sign, create internal promo posters, manage social media (Facebook, website, mass email)
- Fund Development
 - o Manage 50/50, Casino
- Special Events
 - o Weekly Drop-in socials, Volunteer Appreciation, Christmas Luncheon, Book Sale, trade shows and more
- Volunteer Management
 - o Recruit, assist in the training and evaluation of volunteers who assist administration, act as ambassadors, support special events and activities throughout the association
- Public Relations
 - o Liaise with partner agencies, community members, sister agencies, and media
- Admin Support
 - o Provide back-up support to the front office and senior management
 - o 55+ other duties as they come up in this fast-paced environment.

- Requirements:
- Practical experience in all facets of job description
 - Advanced level in MicroSoft Office, Facebook, Weebly and Constant Contact software
 - Experience working with the public, especially seniors
 - Complete a mandatory security check with the Police department
 - 1st Aid (with AED) certified or willing to train.
 - Friendly, outgoing personality with a positive attitude
 - Business casual attire (CLSA is a scent-free environment)
 - Entrepreneurial spirit with an ability to multi-task
 - Work independently and as part of a small team
- Assets:
- Positive, confident, outgoing presentation style
 - Knowledge of our association and this City facility
- Benefits:
- \$18-\$20/hr
 - Health benefits package. Two weeks' annual vacation.
- Time Commitment:
- 37.5 hrs/week
 - Some evening and weekends required.