CARE Canada is currently seeking a **Foundation and Community Engagement Coordinator.**

Reporting to the Director, Corporate & Community Engagement, and in close consultation with the Manager of Corporate and Community Engagement, the Coordinator will be responsible for the co-ordination, implementation and administration of the community engagement program (60% of time) and managing CARE's signature event program (40%). The Coordinator will collaborate with other Fundraising, Communications and Partnership (FMP) team members as well as other units to support with fundraising events and engagement activities across all regions.

What you offer:

- University or College graduate with a concentration in fundraising and marketing, or communications preferred;
- Minimum of 3 years' working experience in fundraising and marketing and communications;
- Ability to secure mid-level individual, corporate, and/or foundation gifts;
- Customer focused with the ability to work with a wide range of internal and external stakeholders;
- Excellent project management skills;
- Strong relationship management skills, and preference to be part of a results driven team;
- Well organized with good administration skills, proof reading skills, strong attention to detail, and deadline driven;
- Bilingualism is mandatory including strong writing skills in English and French;
- Experience with grant applications, report writing and prospect research
- Successful event management experience.

What would make you extraordinary (Assets)?

- Knowledge and passion for International Development and Humanitarian Sector

What we offer:

- Generous leave entitlements, including December holiday closure;
- Full benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services;
- Learning and Development opportunities, and specialised training;
- Flexible work hours and a work from home policy;
- A family friendly environment;

- Free parking; transportation routes, central location which is close to popular amenities;
- Business casual four days per week, Jeans Fridays;
- Onsite BBQ and shower facilities;

About CARE

Founded in 1945, CARE is a leading international humanitarian organization fighting global poverty. In over 80 countries, CARE works with the poorest communities to improve basic health and education, enhance rural livelihoods and food security, increase access to clean water and sanitation, expand economic opportunity, help vulnerable people adapt to climate change and provide lifesaving assistance during emergencies. CARE places special focus on working alongside women and girls, living in poverty, because, equipped with the proper resources, women and girls have the power to help whole families and entire communities escape poverty. To learn more, visit www.care.ca

If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you. Please apply directly at https://goo.gl/KzzExw **before July 3, 2017. Resumes will be reviewed on an ongoing basis and the position will remain posted until a qualified candidate is identified.**

CARE Canada is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

To learn more about CARE Canada, visit our social pages: