

FORT MCMURRAY GOLDEN YEARS SOCIETY

Recreation/Fundraising Coordinator

The Golden Years Society has a full-time Recreation/Fundraising Coordinator position available.

The position will be responsible for implementing recreational activities inside and outside the GYS that promote a healthy, active and social lifestyle for the members of the Golden Years Society. The position will also be responsible for assisting in fundraising and researching and applying for grants for the society.

Position Description:

- Monday – Friday 8:00 am – 4:00 pm
- Organize and communicate social activities and fundraising activities to members via written correspondence, social media and posting on bulletin boards
- Assist in updating social media – Facebook and website as required for events
- To research all available grants in order to assist the Golden Years Society to obtain funding for the regular operation, upkeep of the centre and provision of special programs relative to the needs of the members
- To encourage and enhance funding for the Centre by co-operating with, partnering, and assisting with the other supportive clubs and/or organizations in the community, especially organizations that cater to senior citizens in Fort McMurray.
- To prepare funding applications in a timely effective manner, with the necessary assistance of the Executive committee.
- To assist the Executive, Board and fundraising committee members to raise funds through AGLC licensed raffles, bazaars, garage sales and promotion of the “Country Store”.
- To develop a volunteer program and engage a solid volunteer core.
- Assist in creating a monthly newsletter
- Assist in the day-to-day functioning of the office, ensuring that administrative processes run smoothly
- If required by the Board, they may have to attend off hours activities and will be compensated for time in lieu of. Time in lieu of to be approved by the President.
- May be required to attend workshops or other training opportunities.
- Organize guest speakers for presentations to the members

Position Qualifications/Skills:

- Business Administration Diploma or equivalent experience
- Microsoft Office – Word, Excel, PowerPoint
- Two years experience in grant writing, researching grants, and follow up reporting
- Experience in hosting fundraising events and
- Work with minimal supervision
- Social Media/Website maintenance
- Good Communication skills
- Able to multi-task in a very busy environment
- Must be bondable
- Previous experience working with seniors an asset

This position is for a one year term with the potential of renewal.

Resumes may be mailed or dropped off at the Fort McMurray Golden Years Society – 10111 Main Street, Fort McMurray AB T9H 2G6 or e-mail the Golden Years Society at goldenyears1976@shaw.ca

Deadline to apply is November 8, 2024 or until a suitable candidate is found.