



**Carmichael Outreach Inc.**

BN: 898819693RR0001  
1510 12<sup>th</sup> Avenue, Regina, SK. S4P 0L5  
P: 306-757-2235 | F: 306-757-2205

## CARMICHAEL OUTREACH HIRING NOTICE DEVELOPMENT COORDINATOR

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Posted Date: August 23, 2020

Apply By: September 7, 2020

Location: Regina, Saskatchewan

Employment Terms: Full Time

Wage/Salary Details: \$40,000 to \$50,000. Salary will be dependent on experience and qualifications.

Contact Information:

Rochelle Berenyi

Carmichael Outreach Inc.

1510 12<sup>th</sup> Avenue

Regina, SK. S4P 0L5

E: [rochelle@carmichaeloutreach.ca](mailto:rochelle@carmichaeloutreach.ca)

[www.carmichaeloutreach.ca](http://www.carmichaeloutreach.ca)

### DESCRIPTION

Carmichael Outreach is seeking an enthusiastic, organized, and passionate applicant to join our team in the role of Development Coordinator.

#### About Carmichael Outreach

Carmichael Outreach is a registered charity located in Regina, Saskatchewan that provides various services to those in our community who experience poverty and homelessness. Our mission is to foster empowerment through dignity, respect, and advocacy in our community. Our vision is to see the END of poverty and homelessness in our community, and we believe that we all need to work together to make this happen. Together, we CAN end poverty and homelessness!

#### Responsibilities/Duties

The Development Coordinator is an exciting and demanding role that is responsible for planning, organizing, and directing all fundraising, communications, and organizational development activities for Carmichael Outreach. The successful applicant for this role will be a hard-working self-starter who can demonstrate time-management skills and an ability to work well under pressure.

Some of the duties of this position will include, but not be limited to:

- Managing communications through social media, other online communications, printed communications such as pamphlets, posters, and business cards, and written communications.
- Overseeing grant activities including research, proposal writing, reporting, etc.
- Overseeing fundraising events and activities including existing campaigns as well as seeking new opportunities, soliciting donations and sponsorships, etc.
- Making public appearances/accept speaking engagements and participating in various committees, stakeholder engagement events, etc.
- Overseeing cash and cheque donations and preparing deposits
- Other duties as required.



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### Qualifications

The Development Coordinator should possess an undergraduate degree in Business Administration, Public Relations, or the Social Sciences, or similar relevant field.

The successful candidate should have experience in developing and organizing fundraising and other public events, managing finances, and excellent written and in-person communications skills.

Knowledge of the complexity of homelessness, poverty, and mental health issues in the context of Regina is an asset.

Knowledge and experience with Quickbooks and E-Tapestry or a willingness to learn is required.

Experience with Microsoft Office (Word and Excel) and Adobe Creative Suite (InDesign, Illustrator, Photoshop) is also an asset.

Carmichael Outreach works with a broad cross-section of individuals including many who have struggled with mental health and addictions issues, trauma, physical or cognitive disabilities, and more. The right applicant for this position will be someone with an understanding of poverty, homelessness, and trauma and is comfortable working with (and respecting) everyone regardless of their social or economic position. Experience working with persons experiencing poverty and homelessness would be a significant asset.

### How to Apply

Please submit your resume and cover letter to Rochelle Berenyi via email to [rochelle@carmichaeloutreach.ca](mailto:rochelle@carmichaeloutreach.ca), fax to 306-757-2205, or mail/drop off at 1510 12<sup>th</sup> Avenue, Regina, SK.

Thank you for your interest in joining the Carmichael Outreach family!