

Volunteer and Community Outreach Coordinator

Position Type: Full Time, One year funded NOHFC internship

Starting Date: ASAP

Location: 19 Grey Street, Suite 3, Sudbury, ON

Recently named one of Ontario's Top 100 festivals and currently Canada's longest continuously running outdoor music festival, the Northern Lights Festival Boréal is looking for an enthusiastic, self-starter to fill the position of Volunteer and Community Outreach Coordinator. This is a one year NOHFC funded internship position. The candidate must be a Northern Ontario secondary school graduate or have resided in northern Ontario for a minimum of one year prior to the start of this assignment; must be 29 years of age or under; and recently graduated from an accredited college or university. Mature graduates may be considered on a case-by-case basis.

Job summary: The Volunteer and Community Outreach Coordinator is responsible for recruiting, training and coordinating volunteers for the annual Northern Lights Festival, organizing volunteer recognition activities, working with the NLFB board and staff to develop sponsorships from private and public agencies, building support for the organization from the community, assisting in the organization of NLFB special events and the music in the schools program and undertaking day to day office administrative tasks as necessary.

Duties & Responsibilities:

Festival Volunteers

- Retain existing volunteer base that has been developed through maintenance of up-to-date volunteer database, including current contact information, conduct outreach to previous volunteers inviting them to participate in 2010 festival.
- Find and recruit new volunteers through organization of outreach activities to local schools, the public and organizations
- Train, organize and arrange logistics for some 250 plus volunteers and 15-20 volunteer area coordinators needed for NLFB's main music and arts festival held in July. Design and develop volunteer guidelines, training and procedures manuals as well as conduct orientation sessions for new volunteers.
- Develop and organize volunteer appreciation and recognition activities and special awards. Obtain feedback from volunteers on areas for improvement and bring recommendations to the board for consideration.

Community Outreach

- Build community support and sponsorships by working with the board and NLFB staff to develop community outreach strategies, undertake outreach activities such as designing sponsorship packages, identify potential local private and public sponsorship opportunities, conduct meetings/visits to potential supporters/sponsors, report to the board and staff on progress and identify areas for improvement or where issues are occurring.
- Organize events and/or activities to recognize supporters/sponsors of NLFB.
- Obtain feedback will be obtained from sponsors and supporters on areas for change or improvement with recommendations brought to the board for consideration.

Other

- Prepare follow up/feedback reports on Festival activities as required.
- Assist with NLFB music in the schools program as required.
- Other duties as assigned.

Qualifications

- Graduate of, or studies in, marketing, event management, public relations, communications, sales or other relevant discipline.
 - Knowledge and experience in developing training procedures, protocols and guidelines for volunteer and/or employee activities and events.
 - Knowledge of current marketing, communication and outreach techniques & strategies.
 - Knowledge and familiarity with the development and implementation of marketing and outreach strategies and plans.
 - Working knowledge of communications, public relations, event planning and operation of non-profit organizations.
 - Experience working for a not-for-profit organization.
 - Strong organizational skills, ability to multi-task and to prioritize work tasks.
 - Proven ability to think creatively and strategically, to plan, implement and evaluate programs and activities.
 - Concrete problem solving, conflict management and decision making skills.
 - Ability to work independently or within a team.
 - Excellent interpersonal, networking and communication skills (written, oral and presentation skills).
 - Bilingualism an asset.
 - Must be able to think and act quickly under pressure, handle tight deadlines and handle personnel issues with maturity and in a professional manner.
 - As required, willing to work extended hours, weekends or evenings.
 - Be a strong advocate and promoter for and of NLFB at all times.
 - Proficient computer skills, using Microsoft Office (Word, Excel, PowerPoint, Outlook, Internet), Databases
 - Loves music and the arts.
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- Car and valid driver's license a definite asset.

Job Contact Information

Northern Lights Festival Boreal
19 Grey Street, Suite 3
Sudbury P3E 3L2
Tel: 705-674-5512
Fax: 705-222-9772

For more information about NLFB visit: <http://www.nlfbsudbury.com>

Applications must be received at the NLFB office by November 16th, 2009, 4:30 p.m.

Only applicants selected for an interview will be contacted.