



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

Manager of Community Engagement

Hey you! Elizabeth is looking for you!

Elizabeth Fry heard you like to help people and use your captivating personality and skills to make life better for others!

Elizabeth Fry is looking for you to help manage a fundraising program and social media presence to ensure women know there are people and programs to help them during their most difficult periods.

Job Summary

This position gives the successful candidate the opportunity to develop the social presence of the Elizabeth Fry Society of Ottawa.

It involves using creativity to help develop and manage the fundraising initiatives needed to make the vision of Elizabeth Fry a stronger reality within our community.

The candidate will be a member of the management team and will supervise and manage the development and implementation of the community outreach program, including the management of Coordinators of 2 subordinate programs

Work is performed within the context of the policies and framework of the Elizabeth Fry Society corporate culture as embodied in the Mission Statement and Core Values

Education & Experience

- Graduation from a post-secondary institution with a specialization in fundraising, business administration, social sciences, and/or public relations
- Minimum of two (2) years related experience in fundraising for non-profit or charitable organizations.
- Experience managing a program including supervision of staff and administrative functions including management of budget.
- Experience using social media activities for corporate purposes, for example, managing a organizational twitter & Facebook profile and account ensuring the messaging is in keeping with the organizational image and values
- Showing initiative and being action oriented
- Effective written communication
- Effective oral communication
- Working effectively with others
- Problem Solver
- Demonstrating integrity and respect
- Adaptability



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Language, Certificates & Licenses

Bilingualism is an asset but not a requirement

Job Title:	Manager of Community Engagement
Position type:	Full Time
Start Date:	April 29, 2019
Hours of Work:	Monday to Friday, with work required outside business hours.
Years Experience:	2 years
Reporting:	Executive Director
Salary:	\$45,000.00

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is April 17, 2019 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

[c/o careers@efryottawa.com](mailto:c/o_careers@efryottawa.com)