

Outreach Coordinator



5-10 hours / monthly

October 1, 2021 - September 30, 2022

BACKGROUND

Chatterbox Theatre Society has been dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

WHAT DO WE DO?

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?

ChatterBox Theatre Society is a "grass roots" non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

PURPOSE OF THE POSITION

The Outreach Coordinator promotes the mission of the organization among the local community. This position will organize events, recruit volunteers, or arrange other projects to get the community excited about and invest in the organization.

DUTIES AND RESPONSIBILITIES

- Understand the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies that are aligned with the organization's mission.
- Connect with interested parties and help them understand the mission of the organization, why it matters, and how they will benefit from partnering with the organization.
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising and sponsorship activities to increase participant involvement.
- Invite existing and new community partners to get involved with special events being organized.
- Manage community event planning, including logistics, registration, and event day programming.
- Partner with the fundraising team and committee to brainstorm, develop and implement creative strategies to attract sponsorship, using traditional and non-traditional methods.
- Partner with the Fundraising team and Social Media Coordinator to use social media and other technology platforms to maximize outreach efforts and activities.

SKILLS AND KNOWLEDGE

- Demonstrated work or volunteer experience in cultivating community and connections.
- Strong networking and communication skills to establish private and professional networks that recognize the advantages to investing in the organization and its mission.
- Solid understanding of the community, how to connect people, and involve the people you network with to create mutually beneficial experiences in the community.
- Ability and confidence in telling a compelling story about the organization that others believe in.
- Strong relationship-building skills with the ability to instill trust and support in community causes.
- Self-starter, who is motivated by achieving fundraising goals for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Strong organizational and process-driven skills, with an excellent follow-through on actions.
- Strong project management skills with the ability to manage multiple projects concurrently.

QUALIFICATIONS

- Demonstrated work or volunteer experience in securing funding from private, foundation, and/or corporate donors.
- Demonstrated work or volunteer experience with building partnerships in the community.
- Experience working with non-profit organizations and/or experience in a similar role.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).
- Class 5 driver's license considered an asset.

ADDITIONAL DETAILS & SKILLS REQUIRED

We encourage interested and qualified candidates to apply to this volunteer position as the Outreach Coordinator. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to contact@chatterboxtheatresociety.com. To learn more about Chatterbox Theatre Society, or to donate to our cause, please visit our website at www.chatterboxtheatresociety.com.