



Funding Drive Coordinator

CJSW is seeking an enthusiastic and experienced team player to fill the position of Funding Drive Coordinator. The Funding Drive Coordinator will work with CJSW's core staff and station volunteers to help make the 2024 CJSW Funding Drive a success. The Funding Drive Coordinator will need to be comfortable working in online and in-person settings. The successful candidate will work closely with all CJSW personnel and will be reporting to the Marketing & Development Director and Station Manager.

Term: 6 weeks at 35 hours per week. The successful applicant will be working at CJSW from approximately early October until mid-November. Applications will be accepted beginning September 6th, 2024 until September 20th, 2024 at 12pm. The rate of pay for this role will be \$17.00 per hour.

Tasks and Responsibilities

- Work closely with the Marketing & Development Director and Station Manager to administer and execute CJSW Radio's 2024 Funding Drive.
- Working closely with the Volunteer Coordinator to fill volunteer positions throughout the Funding Drive.
- Volunteer leadership throughout the Funding Drive.
- Interacting with Friends businesses and collecting pledge incentives.



- Organizing and maintaining the inventory of CJSW merchandise and incentives.
- Accurately maintaining donor database files with all CJSW Funding Drive contributors, and training volunteers on its use.
- Being a station ambassador when interacting with the public.
- Creating a very positive donor experience for our supporters.
- Organizing and completing mail-outs for donors.
- Other duties as assigned

Required Skills

- A passion for the arts, and an eagerness to develop your skills.
- A general understanding of CJSW and its activities.
- Skills in word processing and spreadsheet software (Google Sheets/Microsoft Excel) is considered an asset.
- Knowledge of Shopify, or another online e-commerce platform is considered an asset.
- Exceptional verbal and written skills.
- Excellent time-management skills, superior organizational skills, and a honed attention to detail, especially under pressure.
- Flexible availability and the ability to work off-hours.



- Event coordination/management experience is an asset.
- Access to a vehicle is an asset.
- Familiarity with POS backend.

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00pm on Friday, September 20th, 2022.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted. CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).

Calgary's only campus & community radio station.

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