



## United Way Yukon Campaign Coordinator Job Description

United Way Yukon is hiring a Campaign Coordinator for our annual Fall Fundraising Campaign.

Working with the UWY Executive Director, the Campaign Coordinator will be responsible for:

- Working within United Way Centraide Canada Campaign rules, including following the Government of Canada Workplace Campaign processes;
- recruiting, training and supporting workplace coordinators in Yukon Government and Federal Government offices, as well as private businesses;
- Organizing and offering campaign events to workplaces with the support of the Executive Director and the Campaign Committee;
- Liaising with Yukon Government, Federal Government and businesses who participate in payroll donations to provide information sessions, distribute donation forms, and respond to requests;
- Representing UWY at various fundraising events;
- carrying out public relations and marketing activities in collaboration with the Board of Directors Communications Chair;
- Maintaining accurate records of all activities and financial matters;
- Forwarding donations and other financial items to the Executive Director;
- Responding directly to routine requests for information regarding the Campaign;
- Assisting with planning and organizing of specified fundraising events; and
- Preparing a final report in January 2023 with a summary of activities.

Salary for the position is \$50/hr. The contract is for 120 hours of work in total.

The Campaign officially starts mid-September and runs until the end of November, but the Coordinator is expected to begin during the summer to prepare marketing material and plan activities for the Fall. Start date is negotiable.

The work is part-time and you can set your own schedule, although you are expected to be available during normal business hours in order to connect with businesses and local organizations.

Campaign Coordinator must be based in Whitehorse.

For more information please contact Jamie Boyd, Executive Director at United Way Yukon, 867-667-2003 or [ed@unitedwayyukon.ca](mailto:ed@unitedwayyukon.ca)