

## OUTREACH COORDINATOR



YES, a non-profit community organization providing English-language employment and self-employment services is expanding and hiring

### WHO WE ARE LOOKING FOR

The ideal candidate will be self-motivated, flexible, energetic, responsible, organized, and reliable and want to put their communication, business development and coordination skills to work to further develop YES' mission.

*The Outreach Coordinator will play a key role in the planning, execution and operations of outreach and partnership development. Experienced in corporate and community outreach, the Coordinator's role is rooted in partnership-building, and will be expected to work on a variety of tasks including event planning and developing collaborative partnerships with community, business, government and educational partners, and maintain a network of contacts to help build linguistic connections related to YES programs/services.*

### RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Develop and implement a comprehensive and innovative community outreach plan targeting partnerships with private, corporate and other organizations
- Work collaboratively with other staff to identify new potential partnerships
- With the Director of Marketing and Special Events, develop public relation strategies and marketing campaigns that will promote the organization's mission
- Research and explore new opportunities for engagement, including shaping corporate partnerships
- Implement community outreach programs, organize events and coordinate volunteers
- Create best practices and resources throughout the projects life-cycle for sustainability, develop and maintain program statistics, complete all government reporting for project
- Serve as an ambassador of the mission of YES with current and potential partners
- Maintain a network of contacts to help build linguistic connections related to YES services.

### EXPERIENCE AND SKILLS:

- Bachelor's degree in public relations, business development, or program management.
- A minimum of 3-5 years of working experience in public affairs, communications, business development, corporate social responsibility or program management.
- Prior experience with corporate partnerships ideally in the non-profit sector
- Program management skills and ability to manage networks and partnerships
- Ability to cultivate and manage relationships
- The ability to work independently as well as in a team
- Demonstrated experience in event planning
- Excellent writing and editing skills
- Excellent interpersonal skills and the ability to establish and maintain effective working relations with all stakeholders
- Excellent oral communication and presentation skills in both official languages
- Excellent organizational skills with strong attention to detail
- Experience in facilitation of small groups, able to work with a variety of different people/stakeholders.
- Autonomous, highly organized and able to multitask, manage competing priorities and thrive in a fast paced environment.
- Strong administrative skills and must possess solid knowledge of MS Office.
- Must be available to work occasional evenings for pre-scheduled YES events

### HOW TO APPLY:

Send your cover letter and résumé by **June 22, 2018**

To Director of Personnel at [fa@yesmontreal.ca](mailto:fa@yesmontreal.ca) and

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment.

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