



East Richmond Community Association COMMUNITY DEVELOPMENT COORDINATOR

Applications are being accepted for the position of Community Development Coordinator at the Cambie Community Centre. We are looking for a creative, outgoing and organized individual to develop, plan, coordinate and produce special events, identify and pursue funding opportunities, volunteer management, create and implement marketing and community strategies, within a community recreation services setting.

DUTIES AND RESPONSIBILITIES

- Design, plan, coordinate and implement special events
- Recruit, train, and supervise volunteers for programs, special events and projects
- Support the Community Association Board of Directors
- Plan and coordinate marketing materials
- Create and design media relations
- Prepare and maintain budget
- Identify and create funding opportunities; write grants and partnership proposals
- Liaise and maintain relationships with schools, businesses and other community organizations
- Safety and risk management
- Prepare written reports
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Grade 12 graduation plus completion of a diploma in marketing and communication or special event or related field and two year's experience in marketing and communication, special event planning, volunteer management budgeting, and funds development; or a equivalent combination of education and experience
- Interpersonal and conflict skills
- Effective communication skills
- Basic computer skills (MS Word, Excel, PowerPoint, Outlook)
- Graphic design
- Police Information Check
- Standard or Emergency First Aid & CPR
- B.C. Driver's license

DESIRABLE QUALIFICATIONS

- Food Safe
- Experience with supervision of staff and volunteers
- Experience working with public benefit sector
- Experience working with community boards, committees and partners

HOURS OF WORK AND WAGES

- 10-15 hours/week (flexible schedule, some evening and weekend work required)
- Wage: \$31.37-\$35.31 per hour plus 4% in lieu of benefits.
- September 2025 Wage: \$31.84-\$35.83 per hour.
- This is a temporary position until November 2025.
- Please note the above is an approximation of a typical work schedule and is subject to flexibility based on operational needs.

Send cover letter and resume to:

Cambie Community Association Brendan Walker, Acting Community Facilities Coordinator
12800 Cambie Road, Richmond, BC V6V 0A9 Email: Cambie@richmond.ca

Deadline for submission: Friday July 4th, 2025

Only successful applicants will be contacted. Thank you to all applicants in advance for their interest.

