



Program and Outreach Coordinator

Variety, the Children's Charity of Manitoba has been providing supports and programming to children living with special needs and experiencing economic disadvantage since 1978. We are dedicated to raising funds which enable us to meet the needs of children of all abilities in Manitoba. Variety is a non-disease specific children's charity whose goal is to improve the quality of life for children who are living with special needs and those impacted by economic disadvantage. Under our three core program areas, Variety works with organizations and individuals to provide and deliver life-saving, life-changing and life-enriching equipment, supplies and services.

Job Title: Program and Outreach Coordinator

Job Type: Part time (21-28 hours per week) 15 month term – (Maternity Leave Cover)

Location: Winnipeg, MB

Anticipated Start Date: July 19, 2021

Job Summary

Reporting to the Chief Executive Officer, the Program and Outreach Coordinator is accountable for proactively developing and maintaining relationships with Variety families, partner agencies, and other stakeholders to ensure that Manitobans are aware of Variety's programs and services. The Program and Outreach Coordinator is also accountable for the collection of client data.

Responsibilities:

- Coordinate intake, review and approval of requests to Variety's Special Needs Program, and Variety's Dental Outreach Program
- Provide support to families and partner agencies applying for funding or support through Variety's Special Needs Program and Variety's Dental Outreach Program
- Coordinate promotion of, intake of contracts, bookings, and invoicing for Variety's Camp Brereton
- Capture and showcase impact stories of children supported through Variety's three core programs for marketing purposes
- Maintain and develop relationships with new and existing Variety families and partner agencies
- Maintain budget and tracking of expenditures/transactions
- Work with volunteer subcommittees as required
- Perform other administrative tasks as necessary
- Attend and provide support with annual fundraising event functions outside of normal business hours

Qualifications:

- A minimum of a Bachelor's degree in related field and/or 2 year's work experience
- Experience working with children living with disabilities and/or children and families experiencing financial challenges
- Program development and community outreach experience would be considered an asset
- Marketing experience would be considered an asset

Professional skills:

- Ability to handle multiple priorities simultaneously, in a fast-paced environment
- Comfortable working independently and as part of a team
- Analytical, problem-solving and decision making capabilities
- Excellent communication skills, both written and verbal
- Customer service skills
- Strong time management skills
- Interpersonal and relationship building skills
- Working knowledge of MS Office Suite, Adobe Acrobat and other professional business software

If you feel that your skills would make you successful in this role, please submit a cover letter and your resume to Jeff Liba – Chief Executive Officer at jliba@varietymanitoba.com by May 21, 2021 or until a suitable candidate is found.

Applications can also be sent via mail to:
Variety, the Children's Charity of Manitoba
440A Don Ave
Winnipeg, MB R3L 0S4
Attn: Jeff Liba

Variety, the Children's Charity of Manitoba is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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