
Youth External Relations Coordinator – Volunteer Job Description

Job Summary:

The Youth External Relations Coordinator is responsible for building and maintaining relationships with external partners, including school clubs, local organizations, and sponsors, to support the outreach and fundraising efforts of the Youth Leadership Program. This role involves coordinating with stakeholders, managing communications, and strengthening the visibility and impact of the program through strategic partnerships and collaboration.

Core Responsibilities:

- Develop and maintain relationships with external partners, including school clubs, local organizations, and community groups
- Identify and pursue opportunities for collaborations and partnerships to support fundraising efforts
- Coordinate with the Youth Events Coordinator to ensure seamless integration of external relations into event planning and execution
- Manage external communications, including outreach emails, newsletters, and assisting with social media updates
- Track and report on the progress of external relations initiatives to the Youth Fundraising Supervisor
- Work closely with other teams within the Youth Leadership Program to align external relations efforts with overall program goals
- Organize and attend meetings with potential and current partners, school clubs, and local organizations
- Monitor and evaluate the effectiveness of external relations strategies and make recommendations for improvement

Qualifications:

- Currently enrolled as a student in university.
- Strong leadership and team management skills.
- Excellent written and verbal communication skills.
- Experience in public relations, communications, or a related field is preferred.
- Strong organizational skills
- Ability to work independently and as part of a team.

Application Process:

To apply, please submit your application on <https://www.fvhcf.ca/youth-program>. A cover letter is optional but encouraged, as it provides an opportunity for you to highlight your interest in this role.