



Position: Engagement Coordinator (Full-time, 1-Year Term with possibility of extension)

Responsible to: Engagement Director

Primary Function: To achieve our mission of empowered youth, we need our communities engaged in supporting our goals. As an Engagement Coordinator, you will play a pivotal role in fostering connections, amplifying our message, and cultivating support from diverse stakeholders. This position blends communication and fund development to help us build strong and trusting relationships and generate sustainable growth for our organization.

Key Responsibilities:

1. Communications:

- **Content Creation and Management:** Develop engaging content for various platforms, including social media, newsletters, website, videos, and print. Create visually-compelling graphics, videos, and other multimedia assets to support communication initiatives.
- **Social Media Management:** Manage Youth Central's social media accounts, including content creation, scheduling, monitoring, engaging peers, responding to comments, analyzing and reporting metrics and staying abreast of trends.
- **Media Relations:** Collaborate with the Engagement Director in proactively cultivating relationships with media outlets and influencers to secure coverage. Draft media lists, press releases, media pitches and other media materials.
- **Brand Management:** Help maintain brand consistency across all communication channels. Assist in developing and implementing strategies to enhance brand visibility and recognition in the community.

2. Fund Development:

- **Build a Culture of Philanthropy:** Work with the Engagement Director to educate, inspire and empower staff, board and other stakeholders to support our philanthropic efforts and build a culture of gratitude for our supporters.
- **Donor Identification and Qualification:** Conduct regular research to identify prospective donors, assess their fit, and recommend solicitation strategies.
- **Donor Cultivation and Solicitation:** Research, prepare for and meet with assigned donors and prospects. Research, draft and submit assigned funding applications.
- **Donor Stewardship:** Deliver donor delight by implementing our stewardship program, coordinating thank you calls and youth thank yous, drafting personalized thank you letters and customized donor reports, capturing and editing informal thank you videos and ensuring recognition commitments are fulfilled.
- **Sponsorships:** Support development of sponsor offerings and coordinate the solicitation and stewardship of sponsors.



- **Events:** Assist in planning and coordinate the execution of donor events, casinos, 50/50s, silent auctions, the annual impact event and site visits.
- **Data management:** Support strategic decision making by maintaining relevant donor information in our database. Enter gifts, commitments and touch points, run reports, stay abreast of system updates, develop and maintain Youth Central's gift entry and reporting manual.

3. YODA Coordination

- Plan, organize and execute the annual Youth of Distinction Awards (YODA).
- Facilitate the Youth Committee for the YODA, empowering our youth to help with coordination of Youth Central's largest annual event.

4. Administrative Support

- Support budget development and management by conducting research and obtaining quotes as assigned, and by monitoring expenses.
- Book meetings, conduct research, and order materials as requested.
- Other duties as assigned as organizational needs evolve.

Qualifications & Skills

- Bachelor's in Communications, Marketing, Public Relations, or related field.
- 1 - 3 years of experience in communications, marketing, fund development or related field, preferably within the nonprofit sector.
- Strong writing and editing skills and the ability to tailor clear, compelling messages for diverse audiences.
- Excellent organizational skills with exceptional attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Strong relationship-building skills with the ability to connect with diverse stakeholders to inspire and sustain support for our work.
- Proficiency in social media management platforms and content creation tools.
- Basic graphic design skills and familiarity with design tools such as Canva.
- Highly adaptable, with a positive attitude, collaborative spirit, and willingness to pitch in and support the team as needed.

Don't tick every box? That's ok, apply anyway, as long as you have professional social media or event management experience along with exceptional organizational and relationship skills. We will provide training in the other areas for the right candidate.

Why you'll love working with us:

- **Meaningful Work:** Every day you go home knowing you contributed to making the world better.
- **Supportive Environment:** A culture of collaboration, respect, and continuous learning where you can thrive.
- **Comprehensive Benefits:** Health, mental health, and wellness supports for your personal and professional well-being.



Flexible Schedule: After six months, choose a four-day work week or alternating Fridays off to support your work-life balance.

In addition to everything above, the salary range for this role is \$46,000 - \$58,000 annually.

The successful candidate must complete a Police Check, including a Vulnerable Sector Check, and a Child Intervention Record Check. The target start date for this position is November 2025.

If you are seeking a rewarding role in a collaborative, and supportive hybrid environment, please submit your cover letter and resume to **llitz@youthcentral.com by 11:59 p.m. on October 15, 2025.**

Youth Central Society is an equal opportunity employer. If you require accommodation during the interview process, please inform us in advance so we can meet your needs.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No telephone inquiries, please.