



The Low Down to Hull & Back News ENGAGEMENT COORDINATOR

The Low Down newspaper is seeking a part-time Engagement Coordinator (twelve-month contract) who will play a pivotal role in ensuring the success of community journalism in the Gatineau Hills area. The Low Down has been publishing a weekly English-language newspaper for almost 50 years. Alongside our news operation, based in Wakefield QC, we are building a community outreach network that will bolster local media awareness and support a healthy media environment in the region.

Fundraising

- Implement and enhance the philanthropic plan for The Low Down.
- Enhance and supplement Low Down communications, especially as it relates to fund development
- Plan and coordinate all fundraising activities and track appropriately
- Appropriately thank all donors and sponsors
- Support the creation and implementation of a strategic three-year fundraising plan.

Community Engagement

- Acts as the newspaper's primary contact for sponsoring corporations, foundations, and individual donors.
- Leads the development, coordination, and execution of community events focused on supporting local, independent journalism

QUALIFICATIONS

Education & Experience:

- Advanced education in relevant field
- Experience working with community-based organizations – preferably related to education, advocacy, or news.
- Minimum of three years fundraising experience

Skills & Knowledge:

- Excellent written communication and interpersonal skills
- Thorough understanding of fundraising best practices, especially in the areas of gaming, sponsorships, virtual events, and online strategies
- Ability to work independently
- Exceptional time and priority management skills

- Expertise in Microsoft Office and social media applications
- Self-starter with aptitude in decision-making and problem-solving.
- Demonstrable competency in project management and event planning and execution, including virtual platforms.

Location:

The candidate ideally resides in the National Capital Region and is familiar with communities in the Gatineau Hills. In-person work is required for many aspects of this position while other duties may be done remotely.

Preference given to functionally bilingual candidates

Compensation: \$30 / hour

Application Details:

Email cover letter and CV to Nikki Mantell: nmantell@lowdownonline.com

DEADLINE: June 30, 2022

Learn more about The Low Down: www.lowdownonline.com