



Outreach Coordinator

Position: Outreach Coordinator

Hours: Full-time

Compensation: Depends on qualification/experience

Burma Task Force is a leading voice with the aim of ending the Rohingya Genocide and returning citizenship to the stateless. Visit www.BurmaTaskForce.ca to learn more.

The following is a non-exclusive list of the employee's expected responsibilities: The employee is responsible for community outreach, coordinating campaigns, volunteer management, and fundraising for different projects of Justice for All. Here is a short job description.

Key Responsibilities:

1. Community Outreach

- Assist in developing and implement an annual outreach plan that includes promotional and educational strategies. Organize lectures for universities, mosques, interfaith meetings, conferences, and events
- Establish and maintain effective relationships with community leadership, general public, institutions, and organizations
- Increase the number of qualified contacts and manage CRM package with automation
- Perform monthly reports on trends using CRM
- Serve as spokesperson for the organization at meetings, as well as, community, government, and media events. Organize phone trees to deliver calls to politicians and influencers swiftly
- Organize delegations to meet their representatives
- Engage interfaith organizations and other allies to use their relationships for this cause
- Develop organization to the level that each coalition member has a point person working with BTF

2. Volunteer Management

- Recruit, orient and supervise volunteers
- Ensure that all volunteers are complying with organization policies.
- Manage volunteers to ensure they are utilized on core projects and happy with their interaction with BTF
- Create a volunteer-based flyer distribution system for Toronto and for all of Canada Fundraising
- Research fundraising opportunities
- Build relationships with major donors/companies and make presentations
- Account handling: ensuring major donors or companies are happy with their donation scheme and are kept informed of progress and milestones
- Devise and organize fundraising campaigns, events
- Spot fundraising opportunities and raise awareness of the organization's work

3. Event Planning

- Promotion and develop outreach for Burma Task Force events
- Initiate original research as part of building awareness, interest and/or demand from the public
- Identify government programs, policies, and personnel relevant to Burma Task Force strategic goals and plans
- Consult, advise, review and evaluate all government relations activities and report on effectiveness
- Participate in special projects as required.

Minimum Qualifications:

- Excellent communication skills both verbal and written, organizational and computer skills.
- Bachelor's Degree from an accredited university
- Capable of researching and devising strategies
- Adept at people management, building long-term relationships, and persuasively explaining BTF cause.
- The ability to manage budgets and hit fundraising targets
- An interest in, and commitment to, the cause is essential.
- Two years of relevant work experience
- Flexibility to work day and evening hours will be required
- Ability to work in Canada is required

To Apply:

You may direct questions or completed applications (including a resume and cover letter) to info@burmataskforce.ca. Please note, only those who meet the criteria will be contacted.