



We're Looking for You!

Connections Coordinator

The **Connections Coordinator** acts as a liaison and key point of contact between YWiB Vancouver and its community of members. This position will assist in the brainstorming and implementation of campaigns and avenues to connect with potential members, maintain and develop current members, and ensure that our chapter continues to have mutually beneficial relationships with our partners.

You: Passionate about connecting with new people, fostering community and YWiB Vancouver's mission. You understand the importance of relationships, professional development and enjoy community building and creating harmony and value for others.

Responsibilities:

- Actively prospect and build relationships with new and existing members
- Maintain strong, positive and long-lasting relationships as a YWiB Vancouver brand ambassador with our partners which include: corporate sponsors, professionals, businesses and other organizations
- Work with other chapter portfolios to strategically determine, coordinate and manage sponsorship needs
- Provide Member Relations team with insights into Member needs to inform strategy
- Work with Social Media Coordinator – Member Relations to promote membership value proposition and curate content to meet market demand
- Connect members with one another and Execs to foster community
- Other tasks and projects as necessary to build community, increase member and drive engagement.

What we're looking for:

- Strong, engaging and professional communication skills (both oral and written)
- Great time management skills; ability to multitask, prioritize, and meet tight deadlines
- Comfortable cold-calling, cold-emailing or sending direct messages through various communication platforms
- Ideal but not required: a background in Communications, Marketing and/or Fundraising.
- CRM experience is an asset but not required

This volunteer position requires a one-year commitment.

The successful candidate must attend our team meetings (1st Monday of every month); support the successful execution of events and programs, and complete independent work. Time commitment will vary between 5-10 hours/week.



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If this sounds like the role for you, we'd love to hear from you! Please submit your resume and cover letter to Vancouver.volunteer@ywib.ca with the subject line "Connections Coordinator–Your Name"