

PROJECT / COMMUNICATIONS MANAGER

The Community Futures Development Association of BC supports community economic development activities in British Columbia and serves a network of 34 not-for-profit Community Futures Development Corporations. Working in close collaboration with the Executive Director, the Project / Communications Manager will identify and coordinate the development and implementation of a wide variety of initiatives.

Responsibilities for the position include:

- Writing project proposals, managing their funded implementation, and producing final evaluation reports.
- Organizing and assisting Committees and working groups to address issues identified by members.
- Organizing materials and presenting information for conferences, meetings, and other public events.
- Providing communication services (i.e.; website maintenance, email distribution, promotional material, press releases, briefing notes, quarterly newsletters and speech writing).
- Providing a full range of administrative support and other related duties to the Executive Director.
- Responding to public inquiries.

Based in Vancouver, the successful candidate will be a strong leader with the proven ability to work collaboratively with a wide range of individuals and organizations. He/she should have a university degree and be a highly motivated, self-starter with ability to multi-task effectively. Experience in community economic development, professional communications and the management and administration of government programs and services would be an asset but equivalences will be considered. Excellent English written and verbal communications as well as interpersonal skills are essential.

Compensation package includes a starting salary of \$48,000 to \$50,000 per year with a group benefits package after 90 days.

To learn more about Community Futures, please visit www.communityfutures.ca or call 604-685-2332 extension 225. Submit your applications in writing by May 15, 2010

By mail to:

**Executive Director
Community Futures Development Association of B.C.
Suite 1056 – 409 Granville Street
Vancouver, BC V6C 1T2**

By email to:

mgallant@communityfutures.ca