



Coordinator – Regional Development Central and Eastern Québec

Location

Partially remote

Position status

Regular / Full-time, 35 hours per week

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- A hybrid work environment (office in the city of Québec)
- Support for a home office setup and monthly home Internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the group insurance benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

You have strong interpersonal and organizational skills, and enjoy being part of efforts to bring about change. We give you the opportunity to exert a significant impact on the kidney community and contribute to the regional development of The [Kidney Foundation of Canada](#).

Reporting to the Director – Community Engagement and Relations, and working closely with the Coordinator – Quebec Branch, you will be responsible for performing the following tasks for the Centre (Centre-du-Québec and Mauricie) and Est territories (Chaudière-Appalaches, Bas-Saint-Laurent and Gaspésie-Îles-de-la-Madeleine):



What You Will Be Doing:

- Recruit and select key volunteers to fill vacant positions (Chapter boards and event organizing committees)
- Receive, train, supervise and recognize volunteers as part of an accountability approach
- Plan and organize fundraising, information and promotional activities as well as organizing committee and Chapter board meetings
- Help volunteers meet the financial goals via the search for sponsors, partnerships and donations and the organization of third-party events
- Establish close ties between The Foundation and health staff in nephrology, patients and their loved ones, companies, and the community
- Carry out data collection and data entry in connection with activities under your responsibility
- Oversee the production of reports and the management of deposits, inventories and documents
- Offer exceptional customer service to donors, participants and partners
- Collaborate with Quebec Branch employees on planning needs and on the development and dissemination of tools for event volunteers, participants and organizers

Certain activities may be carried out remotely with support from on-site volunteers.

Qualifications, Skills and Experience Needed:

- Diploma of college studies (or equivalent experience)
- Minimum 3 years of experience in managing multiple projects, with a proven ability to manage schedules and priorities
- At ease with forging ties: interpersonal skills, mobilizing leadership, good listening skills and political savvy
- Autonomy, initiative and rigour
- In-depth knowledge of intermediate French and English
- Work-time flexibility to take part in occasional events and meetings held during the evening or on weekends and requiring travel
- Must hold a valid driver's licence and have access to a car
- In-depth knowledge of the MS Office suite
- Knowledge of the Raiser's Edge database and the AKA Raisin platform an asset
- Ability to manage social media networks an asset

How to apply?

Email your CV to: melodie@engages.ca



We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a suitable candidate has been found.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Kidney Foundation of Canada complies with the requirements of Bill 96.