**CJSW Summer Contract position - Festival & Outreach Coordinator**

CJSW is hiring a Festivals & Outreach Coordinator for a temporary contract position. This individual will oversee all aspects of CJSW community outreach for summer 2023, including the transport and set-up of CJSW outreach materials at a number of events in Calgary and area, volunteer scheduling and management and other related duties. Festival & Outreach Coordinator will be reporting to the Marketing & Development Director and Station Manager. The successful candidate will work closely with all CJSW staff and volunteers.

Terms: **16 weeks at 30 hours per week on average @ $17.50 per hour for this position.** **Applications will be accepted from May 4th, 2023 to 12pm on May 15th, 2023 with work ideally commencing on the week of May 23rd, 2023.**

Tasks and Responsibilities:

* Liaise with summer festivals to fulfill CJSW’s obligations as a festival partner. CJSW historically sponsors over 40 festivals each summer including Marda Loop Mardi Gras, Calgary International Blues Fest, Lilac Festival, Calgary Folk Music Festival, Sled Island and many more
* Work with the CJSW Marketing & Development Director to plan and finalize

sponsorship contracts with the organizations running festivals in Calgary

* Schedule and train volunteers to be at festival booths and provide community

outreach

* Coordinate and create CJSW promotional materials such as brochures, program

guides, etc. to enhance the festival outreach experience

* Develop and implement creative outreach strategy at the CJSW promotional booth

during festivals

* Organize and oversee live, remote broadcasts
* Responsible for accurate oversight of CJSW outreach merchandise sales
* Transport and set-up CJSW’s mobile promotions kit at festivals throughout Calgary and area
* Other duties as assigned

 Required Skills:

* Flexible schedule as there will be a lot of evening and weekend work
* Excellent communicator with strong organizational and delegation skills
* Strong, independent leader able to train and motivate volunteers
* Prepared to balance a number of priorities against tight deadlines
* Open minded and prepared to work with culturally diverse groups, organizations, and

volunteers

* Ability to organize and coordinate large numbers of volunteers
* Problem-solving, setting timelines and following up with phone and email

correspondence is an important part of this multi-project-based position

* Experience with computers, graphic and/or art design is an asset
* Class 5 operator’s license and access to a reliable, spacious vehicle
* The physical ability to lift 20 kg/45 lbs

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00 pm on Monday, May 15th, 2023.

*CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.*

*CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut’ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).*