

**Fairytales Presentation Society**  
**Job Call: Outreach & Volunteer Coordinator**  
**Posted: January 10, 2012**  
**Application closing date: Jan. 27, 2012**



The Fairytales Presentation Society is looking for a dynamic and compassionate professional to join our team as Outreach & Volunteer Coordinator. The ideal candidate will have a background in educational or community presentation and be committed to the ideals of GLBTTQ diversity, criticality and inclusion in our society. Special consideration will be given to those with experience in community development and/or those who have a background in media production.

Working with the Festival & Programming Director and the Operations Director, the Outreach & Volunteer Coordinator will oversee the OUTReels and Youth Queer Media programs; assist with the annual Q the Arts Festival and be responsible for the administration and management of volunteers for the Society's activities.

**Primary Tasks and Responsibilities:**

**1. OUTReels (Ongoing)**

- Research and development of new program content, study guides, and films in concert with client groups' needs and OUTReels' program budget
- Ensuring that proper evaluative records and client contact lists are maintained for reporting, granting and quality evaluation purposes
- Liaise with the community, participants, partners and sponsors
- Provide off-site programs in a professional, respectful and welcoming manner
- Ensuring all OUTReels files are securely stored, updated and privacy/confidentiality is maintained
- Work with Fairytales staff in the production of new print materials, promotion and marketing of all outreach activities

**2. Youth Queer Media Program (Annual)**

- Work with Program Director and program production partners on workshops, production and programming activities
- Liaising with program partners in scheduling press, marketing and youth activities
- Provide appropriate supervision of youth while onsite and/or involved in program activities
- Working with program partners to ensure all production and marketing deadlines are met leading up to the festival and to the program's conclusion

**3. Festival and Event support**

- Assist the Programming Director with the promotion and marketing of the annual Fairytales Queer Film Festival and the annual Q the Arts Festival

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- Represents Fairy Tales at all Festival and organization related events with professionalism and integrity, liaising appropriately with the media, sponsors and artistic community
- Will support the Operations Director with researching and securing community partners for both festivals on as-needed basis

**4. Volunteer Coordination**

- Develop and implement an annual volunteer strategy for committee, events, festivals and administrative positions, assist with developing volunteer calls, and the society's volunteer benefits program
- Create clear job descriptions for all volunteer positions related to the film and Q festivals, and other special events as required
- Receiving and processing volunteer applications and organizing and filling all volunteer shifts during the festivals or events
- Plan and execute a Volunteer Orientation event at least one week prior to the Film and Q festivals
- Train volunteers for various positions, being reasonably available to answer questions and address volunteer concerns
- Ensuring the organization's database is updated with the full name, phone number(s) and email addresses of all volunteers

**Relevant Skills:**

Appropriate candidates must possess strong oral and written communication abilities. Proficiency in a Mac environment is essential, and strong knowledge of Office and Adobe, and a variety of other programs is important. The ability to operate appropriately using social media is an asset. Coordinating volunteers and managing department will require excellent organizational skills. Problem solving, meeting deadlines and following-up with volunteers is an important part of this multifaceted position. The candidate will work closely with culturally diverse groups, organizations and volunteers.

This is an early-to mid career position of 4 days / week, with a salary beginning at \$32,000. Health benefits to be negotiated depending on funding.

**Application Requirements:**

Please submit a current resume and a cover letter outlining your interest in the position and relevant skills before the closing deadline of January 27, 2012 at 4 p.m. Apply by mail to: Hiring Committee, Fairytales Presentation Society, #202, 351 – 11 Ave. SW, Calgary, AB, T2R 0C7 OR e-mail to: [programdirector@fairytalesfilmfest.com](mailto:programdirector@fairytalesfilmfest.com)