



# Community Recreational Initiatives Society

(250) 979-3941 | [admin@adaptiveadventures.ca](mailto:admin@adaptiveadventures.ca) | [crisadaptive.ca](http://crisadaptive.ca)

835 Bay Avenue, Kelowna, BC, V1Y 7K2

**BREAKING DOWN BARRIERS TO OUTDOOR RECREATION & SPORT  
FOR PEOPLE OF ALL ABILITIES**

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**CRIS is hiring! Help us break down barriers to outdoor recreation and sport. If you are looking for meaningful work with flexible hours and a fun, adaptable environment, then keep reading!**

*Community Recreational Initiatives Society (CRIS) is a Kelowna-based non-profit organization. We provide inclusive, accessible, and adaptive outdoor recreation programs for people of all ages living with disabilities in the Okanagan. Learn more about us at [CRISadaptive.ca](http://CRISadaptive.ca).*

## **Job Description – Events and Fundraising Coordinator**

We are looking for a well networked, community oriented individual to engage with the broader Kelowna and Okanagan Valley community to plan, manage and execute our biggest fundraising event of the year. The CRIS Polar Bear Dip will take place on January 1, 2023 at Tugboat Bay in Kelowna. This role will also oversee other fundraising efforts and marketing initiatives.

Reporting to the Executive Director, the ideal candidate will be highly organized, able to work independently and as part of a team, and understand the importance of strong communication both internally and with external partners and sponsors. We are looking for a candidate in the Okanagan Region as you will need to be on site for the event and able to meet with potential sponsors and stakeholders.

## **Responsibilities**

- Organize and facilitate CRIS fundraising events including securing event permits and safety plans
- Engage with community and develop community partners and sponsors for event and CRIS
- Engage and recruit volunteers for event
- Engage and recruit participants for event
- Day of event coordination including packing of equipment, event set-up, volunteer and participant management, and any other required duties
- Create digital marketing content for event and other CRIS fundraisers
- Promote accessibility, inclusion, equity and belonging within our community
- Assist with donor acquisition and recognition
- Monitor analytics and provide reports to management demonstrating campaign performance
- Any other associated duties or tasks as may be assigned

## **Requirements**

- 2+ years of experience with event management or other associated experience
- Experience with the non profit industry and fundraising is preferred
- Strong verbal and written communication skills
- Experience developing and managing relationships with a variety of stakeholders and sponsors
- A demonstrated ability to work independently as well as work with volunteers and staff as part of a team



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- Knowledge of Google Suite, Asana, Canva, and WordPress is an asset
- Ability to manage multiple priorities and have a strong attention to detail
- Flexibility in scheduling to allow for evening, weekend, and holiday work as well as the ability to meet outside normal business hours based on sponsor and stakeholder needs
- A class 5 drivers licence is required
- High school diploma or equivalent at minimum
- Clean criminal record check
- A passion for helping people with disabilities, promoting inclusion, and inspiring those around you

**WAGE:** Commensurate with experience and bonus structure in place

**CONTRACT:** 4 month contract with the opportunity for extension. Potential for part-time or full time hours and opportunities to work from home. Must be based in the Okanagan as some on-site work will be required.

**START DATE:** Sep 15, 2022

**EOE – Equal Opportunity Employer:** Senior Management has the ability to alter components of this job description to accommodate the successful candidate insofar as accessibility and/or inclusion and equity.

### APPLICATIONS:

Submit application to [danih@adaptiveadventures.ca](mailto:danih@adaptiveadventures.ca) and please include the following as attachments

Complete resume **with three references** and a **cover letter** explaining: (if applicable)

- Relevant work experience, skills, and qualifications
- Previous event planning or fundraising experience

**Application Deadline:** September 1, 2022

We thank all applicants for their interest and will only respond to complete applications. Responses regarding the status of your application will be given within two weeks of submission.