

## Community Impact Coordinator Job Posting

**Job Type:** Full Time Permanent Position

**Salary:** \$52,229 per year

**Benefits:** extended health care, dental care, vision, RRSP matching, paid time off, paid health days

**Work Schedule:** Mondays – Fridays 8:30am-4:30pm

**Positions Available:** 1

**Posting Closes:** February 8, 2026

*For almost 50 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods. FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all kids and teens, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life. Our Clubs are safe, positive places for children and youth ages 6-18 years old go after school, and during school breaks where they can find a sense of belonging and respect.*

[www.bgcwinnipeg.ca](http://www.bgcwinnipeg.ca)

### THE ROLE:

Reporting to the Director of Community Impact, the Community Impact Coordinator supports key projects across communications, community engagement, events, partnerships, fundraising and grants. This role will work closely with internal teams and external partners to ensure smooth implementation of projects, consistent communication, and strong alignment with organizational goals.

### DUTIES & RESPONSIBILITIES

#### Communications

- Manage BGC Winnipeg's website and social media channels by planning, creating, scheduling, and publishing content across platforms.
- Design, develop, and update internal and external communications materials, including brochures, sponsorship packages, presentations, posters, and digital assets, ensuring consistent brand standards.
- Lead the creation and production of the organization's e-newsletter and Annual Report, including writing, editing, and proofreading content.
- Assist with media relations activities, including maintaining media lists, drafting media releases, monitoring coverage, and supporting responses to inquiries.
- Support the development and execution of communications strategies that enhance BGC Winnipeg's visibility and community impact.

#### Donor Relations & Community Engagement

- Assist with corporate volunteer recruitment and engagement efforts.
- Support community partnerships and special projects that strengthen BGC Winnipeg's presence and relationships.
- Support the implementation of donor recognition and stewardship activities across all giving levels.
- Source promotional materials for programs and events.

### **Fundraising & Grants**

- As a member of the grant team; write clear, compelling, and well-organized grant proposals.
- Assist in the grant management process by gathering and updating data, tracking deadlines and maintaining records.
- Conduct prospect research to identify potential donors, sponsors, and grant opportunities.
- Assist with donor cultivation and stewardship activities, including research, tracking, and follow-up communications.
- Manage donor records, ensuring accurate and timely data entry and reporting.
- Support the planning and delivery of fundraising campaigns, BGC Winnipeg–led events, and third-party fundraising initiatives.

### **QUALIFICATIONS AND COMPETENCIES**

- Post-secondary education in Marketing, Communications, Public Relations, or a related field
- Strong writing and editing skills with a clear understanding of tone, branding, and diverse audiences
- Proficiency with design tools such as Adobe Creative Suite or Canva
- Experience with social media platforms and comfort with digital tools
- Knowledge of the diverse strengths, identities, cultures, and needs of the children, youth, and families we serve is considered an asset
- Basic photography or video skills is considered an asset

### **SKILLS AND ABILITIES**

- Strong written and verbal communication skills
- Strong research and analytical skills
- Strong public speaking and presentation skills
- Highly organized, with the ability to manage multiple responsibilities with competing and changing priorities
- A cooperative team player able to work independently and make sound decisions
- Ability to work the occasional evenings and weekends as required for events

This position requires a current satisfactory Police Records Check (including Vulnerable Sector Search - PVSC) and Child Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

**How to Apply:** Please forward your cover letter and resume in confidence to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) Please include the position you are applying for in the subject line of the email.

**Deadline for applications is February 8, 2026**

**We thank all those that apply but only candidates selected to move forward in the selection process will be contacted.**

*BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodation to applicants throughout our hiring process, upon request.*