



Job Posting Date: December 2025

## COMMUNITY ENGAGEMENT COORDINATOR

**Full Time – Temporary, up to 18 months**

### JOB SUMMARY

The Community Engagement Coordinator supports the development and delivery of key areas in fund development including, but not limited to, donor stewardship and donations, raffles, direct mail, signature and third-party fundraising and events.

At **Lung Saskatchewan** we work to deliver on our mission: to improve lung health one breath at a time. Our commitment to improving lung health in Saskatchewan began in 1911 during the tuberculosis epidemic that swept across the province and Canada. Today, we continue to fight for the 1 in 5 people in Canada affected by lung disease such as asthma, chronic obstructive pulmonary disease, pulmonary fibrosis, lung cancer, and sleep apnea.

### RESPONSIBILITIES

#### Raffle Coordination

- Coordinates all administration for raffles (includes inquiries, ticket fulfilment, ticket printing, data management, etc.)
- Secures quotes and fulfills due dates from print houses for marketing collateral
- Coordinates and oversees call centre management for outbound and inbound calls
- Processes all incoming raffle ticket orders and donations on customer relationship management (CRM) software
- Coordinates, secures, and distributes prizes
- Coordinates all raffle draw day activities

#### Third Party Fundraising

- Serves as the primary contact for third party initiatives
- Attains additional third-party events.
- Supports fundraising initiatives, as appropriate (occasional travel within Saskatchewan may be required)
- Engages, supports, and coaches stakeholders in fundraising
- Provides content for web pages, emails, social media, and newsletters
- Manages and responds to all inquiries from third party fundraisers

## **Volunteer Coordination**

- Serves as the primary contact for volunteer experience for the organization
- Recruits, orientates and stewards new and existing volunteers
- Works with all departments to understand volunteer needs and coordinates matching experiences
- Ensures that volunteer opportunities are promoted both internally and externally
- Coordinates volunteer recognition opportunities

## **Signature Events**

- Lead event logistics with support from Marketing and Communications and Administration teams
- Works with Marketing and Communications to coordinate fundraising activities for the event

## **Other**

- Periodically conduct public education presentation to various community groups for the purposes of education and engagement

## **QUALIFICATIONS/EDUCATION/EXPERIENCE**

- University or college degree or diploma in relevant field with two to three years of experience in a fund development role.
- CFRE designation or in progress would be an asset.

## **KNOWLEDGE, SKILLS & ATTRIBUTES**

- Confident self-starter with strong propensity for organization ability to manage multiple priorities
- Exceptional verbal and written communication skills with excellent interpersonal skills
- Working knowledge of CRM and donor systems would be an asset
- Ability to work collaboratively within a team and independently with minimal supervision
- Experience in a not-for-profit environment would be an asset

## **HOURS**

- Office hours are Monday to Friday from 8:30am to 4:30pm
- Our office is located in Saskatoon, SK
- Flexible work options may be available

## **JOB TYPE**

- This is a full-time, 18-month contract position, with possible opportunities for extension
- Includes competitive pension, dental and health benefits
- There will be a six-month probation period

## **APPLICATION DEADLINE**

- Please submit cover letter and resume to Dave Parkalub, Community Engagement Manager via email at [hr@lungsask.ca](mailto:hr@lungsask.ca) by midnight on **Friday, January 9, 2026**.