

Job Posting

# Outreach Coordinator

CFUV 101.9 FM

University of Victoria Student Radio Society  
Victoria, BC



## About CFUV

CFUV is a non-profit, volunteer-driven campus/community radio station located on the traditional, unceded, territories of the Songhees, Esquimalt, and WSÁNEĆ peoples and operates from the Student Union Building on the University of Victoria campus. CFUV aims to provide valuable resources, support, and opportunities to UVic students and the diverse communities that exist in Victoria, BC.

CFUV is an equitable employer who employs personnel without discrimination based on race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability. We encourage applicants to self-identify in their applications or through [CFUV's Voluntary Self-Identification Form](#).

## Job Description

The Outreach Coordinator is responsible for volunteer coordination, business outreach, and on-site support leading up to and during CFUV's upcoming Funding Drive (March 14-21, 2025).

The position is temporary & part-time. Maximum 140 hours during the contract period.

## Tasks & Responsibilities

- Coordinate and assign tasks to volunteers
- Communicate with local businesses to secure sponsorships, donations, and/or partnerships  
Process and track donations
- Contribute to planning and preparation for CFUV's Funding Drive
- Support and promote CFUV's on-campus and off-campus events
- Attend weekly meetings with CFUV's Funding Drive committee
- Other tasks as assigned

## Qualifications

- Project management and organizational skills
- High level of initiative
- Ability to work with a diverse group of people
- Strong interpersonal and communication skills
- Bonus: Experience in fundraising & volunteer coordination

## Terms

Part time: 15 hours/week (*increased hours during Funding Drive week, March 14-21*)

Hourly wage: \$20/hour + 4% vacation pay

Anticipated start date: February 3, 2025

Anticipated end date: March 28, 2025

A criminal record check is required upon hiring, at the employee's expense, but upon a successful check the employee will be reimbursed for the criminal record check fee.

**How to Apply:**

Please email a cover letter and resume to [manager@cfuv.ca](mailto:manager@cfuv.ca).

CFUV thanks all applicants, but please note that only those selected for interviews will be contacted.