

## **Job Posting - Ride for Refuge Coordinator**

Job posting closes 25 May 2022 @ 1700 hrs Pacific

### **Position Overview:**

The Ride for Refuge Coordinator works with the Resource Developer and the Director of Engagement to grow and implement the annual Ride for Refuge.

### **Organizational Overview:**

The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, Kinbrace contributes to the welcome of refugee claimants across Canada.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to welcome those who are displaced, with radical generosity of spirit and space. We respond to this summons, guided by our core values of: Welcome, Trust, Mutual Transformation, Celebration and Prayer. We strive, as a diverse community, to work and act in ways that lead to justice and dignity for all people seeking refugee protection.

### **About the Kinbrace Ride for Refuge**

The Kinbrace Ride for Refuge is the organization's annual signature walking/cycling event, happening each year the Saturday before Thanksgiving long weekend (next event: October 1, 2022). The Ride for Refuge is a family-friendly peer to peer national fundraising event orchestrated by the Blue Sea Foundation.

Kinbrace has participated in the Ride for Refuge since 2009. Prior to 2020, this event was a large event involving multiple charities taking part together. Since then Kinbrace has grown this event substantially by using a very flexible model during times of Covid restrictions. This year Kinbrace looks forward to hosting its first in-person event as a stand alone charity.

### **Position Terms:**

5 month contract (Jun-Oct 2022)

\$5000 contract

\$25.00/hr plus 17% in lieu of benefits

170 hours

### **Reports to:**

Resource Developer

### **Supervises:**

Ride for Refuge Volunteers

### **Position Responsibilities (prioritized)**

- Plan and oversee event day 01 Oct 2022 logistics
  - Arrange, confirm, and liaise event venue

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- Complete Vancouver special event permit application
- Organize and confirm any rentals needed
- Organize secure event bike storage
- Organize food/meal for event
- Plan and mark ride routes
- Organize and manage start and finish lines
- Lead the set up and take down with volunteers
- Confirm live music
- Provide a parking plan for event participants
- Organize emcee for event (if needed)
- Setup Kinbrace info tables inside and outside
- Setup a photo booth for participants
- Materials for bike decorations (compostable/biodegradable)
- Signage as needed
- Secure corporate sponsors
  - Set sponsorship levels
  - Design and distribute sponsorship packages (work with Kinbrace graphic designer)
  - Identify potential sponsors and categorize to sponsorship levels
  - Engage and invite corporate sponsors
  - Discern corporate sponsor's offer and Kinbrace's needs for the Ride event
  - Steward the relationships
  - Report back to sponsors after the event and confirm interest for the following year
- Recruit, train, and manage volunteers
  - Identify needed roles and write volunteer job descriptions
  - Recruit and train volunteers
  - Recognize and celebrate volunteers
- Promote the Kinbrace Ride for Refuge through schools, churches, other religious institutions, businesses, and personal networks
  - Engage captains and participants to grow and support fundraising efforts
- Introduce new ideas and/or strategies to amplify the effectiveness of the Kinbrace Ride for Refuge
- Complete other duties as assigned by the Resource Developer

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### Skills:

#### Candidate Qualifications

- Exceptional communication skills (both written and orally, in English)
- Strong database experience - knowledge of Keela and asset
- Second language an asset
- Experience in event management
- Ability to secure corporate sponsorship
- Strong networking and relationship building capacity
- Possesses valid Class 5 BC driver's license
- Flexibility in schedule (occasional weekends and evenings)
- Comfortable with public speaking
- Knowledge of the refugee claim process an asset
- Robust relational network an asset

#### Candidate Attributes

- Exemplifies, and actively lives into, the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration and Prayer
- Strong organizational skills and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Loves working with people and meeting new people
- Strong team player
- Advocating spirit
- Attention to detail
- Astute listener and exceptional people skills
- Patient
- Empathetic
- Pragmatic decision-maker and creative problem-solver
- Comfortable in interfaith settings
- Highly developed social intelligence
- Highly developed emotional intelligence
- Highly developed cultural intelligence

### Working Conditions / Environment:

- Requires travel to various locations in BC's Lower Mainland
- Flex desk space in the Kinbrace office
- Will require work on some evenings and weekends
- Laptop provided

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### Interested in applying?

Apply with a cover letter and resume.

In your cover letter (maximum two pages), please:

- Reflect on Kinbrace's five Core Values ([www.kinbrace.ca/our-values/](http://www.kinbrace.ca/our-values/)).
  - Which core value resonates most with you and why?
  - Which core value feels distant or difficult for you to pursue and why?
  - Briefly discuss why these two core values (the one most resonant and the one most distant to you) matter in the context of forced displacement.
- Describe why you are applying and how you see yourself being a good fit for this role.
- If you have any experience with people who have lived the refugee experience, we would love to hear about it.

Checklist for your application:

- Cover letter (as above)
- Your resume
- Send to [apply@kinbrace.ca](mailto:apply@kinbrace.ca)
  - In the subject line write: Your Name, Ride for Refuge Coordinator

Interviews will be ongoing with qualified candidates as resumes are received.

Three references will be requested if you are invited to the interview stage.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.