



**COMMUNITY ENGAGEMENT COORDINATOR**  
SHER VANCOUVER LGBTQ FRIENDS SOCIETY

Volunteer Position with Expense Reimbursement  
5 to 10 hours per month  
Ongoing

Reports to: Sher Vancouver Founder Alex Sangha

**DUTIES**

- Attend community events, especially in the 2SLGBTQ+ and South Asian community
- Develop and maintain effective relationships with community agencies and partners
- Develop a list of contacts and potential sponsors, supporters, and partners for Sher Vancouver and add these contacts to your email distribution list on your new GMAIL email (see below). Provide Alex with the login and password to this new email.
- Represent Sher Vancouver at community meetings
- Provide feedback and updates to Alex on a monthly basis or as required
- Develop, propose, and pitch new community partnerships and opportunities for Sher Vancouver

- Be able to describe Sher Vancouver programs and services “on the spot” and why it is important for a sponsor, supporter, or community partner to support Sher Vancouver
- Inform community partners during networking opportunities about Sher Vancouver programs and services such as Emergence Screenings, Podcast, and Youth Leadership Award.
- Encourage potential supporters to contact Alex about making a donation to the Sher Vancouver endowment fund through SurreyCares Community Foundation or a tax-deductible donation via Canada Helps.
- Encourage potential sponsors, supporters, and community partners to contact Alex to support Sher Vancouver.
- Remain non-partisan and non-political when representing Sher Vancouver. Sher Vancouver is largely an arts and cultural and social service organization. Registered charities are not permitted to get involved in politics.
- Please make sure you do not alienate or marginalize any potential sponsors, supporters, or community partners by expressing a personal opinion or controversial point of view. Try to remain professional at all times as a representative of Sher Vancouver.
- Dress appropriately for the occasion. Remember you are the representative of Sher Vancouver in the community so basically dress to make Sher Vancouver look good.

Create a separate GMAIL account such as [shercommunity@gmail.com](mailto:shercommunity@gmail.com) or [sher\\_community@gmail.com](mailto:sher_community@gmail.com) and create a professional signature line with a territorial acknowledgement such as:

**Karn Singh Sahota, BSW**

Manager of Outreach

Sher Vancouver LGBTQ Friends Society

Cell: 778-222-2222 Email: [sheroutreach@gmail.com](mailto:sheroutreach@gmail.com)

Web: <https://www.shervancouver.com/>



I Acknowledge that I work and live on the unceded traditional territories of the Coast Salish Peoples.

## **FINANCIAL REIMBURSEMENT**

2 tickets to pre-approved events in the community such as events with the Vancouver Pride Society or Vancouver Queer Film Festival will be reimbursed at 100%

Transportation costs via UBER if your travelling outside of the City of Vancouver proper to attend a community function may also be reimbursed at 100% but pre-approval is necessary.

All other necessary and essential expenses will need to be pre-approved.

You will need to submit an invoice to [alexsangha@gmail.com](mailto:alexsangha@gmail.com). The invoice should be made out to Sher Vancouver.

Please contact Jag Nagra [hello@jagnagra.com](mailto:hello@jagnagra.com) to see if you can get a NEW Sher Vancouver t-shirt.

## **QUALIFICATIONS**

- Post-secondary education in any discipline especially social work.
- Lived experience as South Asian and 2SLGBTQ+ is desirable
- Speaking knowledge of Punjabi, Hindi, Urdu, or other South Asian languages is desirable
- Reliable and punctual.
- Knowledge and understanding of local 2SLGBTQ+ and South Asian community resources
- Previous experience working in an outreach or community engagement role is desirable
- Excellent verbal and written communication skills
- Ability to maintain boundaries and ethics and present yourself in a professional manner at all times.
- Good listening skills.
- Be non-judgemental and open-minded
- Able to identify opportunities and connect them to Sher Vancouver

Updated: April 4, 2022

Written By: Alex Sangha