

Job Title: Volunteer and Community Outreach Coordinator

Reports To: Chair, Canada's Aviation Hall of Fame (CAHF)

Location: Calgary, AB - Full Time, On-Site Position

Compensation: Commensurate with experience

Application Deadline: Applications will be accepted until the position is filled.

How to Apply: Please submit a resume and cover letter to Bernard Gervais, board chair, at HR@cahf.ca

Overview

Canada's Aviation Hall of Fame (CAHF) is seeking a Volunteer and Community Outreach Coordinator to support on-site outreach, education programs, and activities that promote the Hall's mission. This role will help coordinate events, develop partnerships, and engage volunteers to strengthen CAHF's presence and community connections across Canada. Reporting directly to the Board Chair, with the support of a national board of directors, this position is ideal for someone who is organized, approachable, and comfortable working hands-on in community settings and public events.

Key Responsibilities

Community Engagement and Outreach

- Represent CAHF at community events, presentations, and meetings, serving as an approachable and knowledgeable ambassador for our mission.
- Build and maintain strong relationships with schools, museums, community partners, and industry groups to broaden awareness and participation.
- Coordinate media outreach and collaborate with press contacts to share stories about CAHF programs, events, and honourees.

Educational Programs and Learning

- Develop and deliver engaging presentations, workshops, and educational materials for audiences of all ages.
- Support the creation and promotion of digital and print resources that highlight Canada's aviation heritage.
- Contribute to the development of new educational initiatives and awards.
- Oversee exhibits at The Hangar Flight Museum, including managing loans, tours, archives, and the intake of in-kind donations.

Event Planning and Delivery

- Assist in planning and coordinating signature events such as the Annual Induction Ceremony, community presentations, and recognition events.
- Support sponsorship and donation efforts to fund events and educational programming.
- Provide on-site support to ensure smooth delivery and an exceptional experience for guests.

Volunteer Engagement

- Recruit, train, and coordinate volunteers to enhance outreach, education, and event activities.
- Cultivate positive relationships with volunteers, supporters, and aviation enthusiasts.

Casino Fundraising Support

- Work closely with the Calgary Chapter to develop and grow the casino fundraising program to maximize revenue for CAHF initiatives.
- Liaise with the AGLC (Alberta Gaming, Liquor and Cannabis) when applicable.

Qualifications

- Experience in outreach, education, volunteer management, or event coordination, preferably in non-profit or cultural organizations.
- Excellent communication and public speaking skills.
- Strong organizational and relationship-building abilities.
- Ability to travel and work occasional evenings and weekends.
- Bilingual (English/French) is an asset.
- Familiarity with aviation or museum environments is considered an advantage.

About Canada's Aviation Hall of Fame

Canada's Aviation Hall of Fame is dedicated to celebrating and preserving the stories of Canadians who have made extraordinary contributions to aviation and aerospace. Through exhibitions, education, and events, we inspire people of all ages to learn about Canada's aviation heritage and look to the future with curiosity and ambition.