

**CFC Coordinator:** A CFC Coordinator This position is great for people looking to build upon their skills in organization, task management, communication and project management abilities.

**Duties Include:**

- Attend CFC Coordinator Training
- Organize your campaign
- Distribute CFC materials
- Plan kick-offs or other special CFC related events
- Keep your agency informed about campaign progress and activities
- Ensure each employee has the opportunity to give Answer questions employees may have about the CFC
- Process pledges
- Submit report envelopes to your Leader on Loan

**Qualifications include:**

- Passion for CFC
- Good “people person”
- Organized & Self-motivated
- Public speaking skills helpful but not required