
Community Engagement Coordinator Job Posting



Westwood Community League

Role Details

Position Title:

Community Engagement Coordinator
(up to 2 term positions available)

Reports to:

Westwood Community League Board

Time Commitment:

May 3, 2021 to August 27, 2021

35 hours per week for 16 weeks

Evenings and weekends required

Schedule to be determined collaboratively between successful candidates and the Westwood Community League Board of Directors

Role Description

The Community Engagement Coordinator is responsible for developing and implementing a community engagement plan for the Westwood Community League. The plan will focus on building relationships with neighbours, volunteers, local community partners and service providers. The Community Engagement Coordinator will work closely with the Westwood Community League Board of Directors to assist in the overall coordination of programs, projects and opportunities to ensure adherence to the organization's goals and values of authentic engagement, building community, and equitable practices that promote equity, diversity and inclusion.

Major Responsibilities

1. Prepare and lead the implementation of a community engagement plan for the summer of 2021.
2. Cultivate relationships across diverse members of the Westwood community to provide opportunities for engagement, being mindful of any COVID-19 restrictions in place and resident comfortability with online and in-person activities.
3. Plan and host events and activities that are inclusive for all residents of the Westwood community.
4. Build and maintain partnerships with neighbouring communities, local businesses and other organizations.
5. Recruit additional volunteers to support the implementation of the community engagement plan.
6. Prepare newsletters, social media content and other communications materials to promote activities and events.
7. Attend monthly Westwood Community League Board meetings to provide updates on progress and make recommendations to increase community engagement.
8. Maintain documentation and data records for the Community League.
9. Prepare draft grant applications and proposals for additional funding to support community engagement activities in Westwood.
10. Other duties as required.

Qualifications and Experience

- Working towards a post-secondary degree or diploma in a human services field or other related discipline
- Previous experience working in a customer service or community engagement capacity
- Strong interpersonal skills with the ability to communicate effectively and engage with people from diverse racial, ethnic, socioeconomic and gender diverse backgrounds
- Strong written and oral communication skills
- Ability to successfully navigate conversations among diverse groups and build trust and connections
- Ability to prepare social media content and marketing materials
- Ability and willingness to work evenings and weekends to accommodate the needs of the community for hosting activities and events
- Strong organizational skills and ability to manage multiple priorities at once

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- Ability to work well independently and as a member of a highly integrated and diverse team
 - Demonstrated ability to solve problems and manage conflict
 - Working knowledge of Google tools (Drive, Docs, Sheets, Slides, Gmail, etc.)
 - Valid driver's license and access to a vehicle would be an asset
 - Be between 15 and 30 years of age at the start of the employment
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
 - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

How to Apply

Email cover letter and resume to communications@westwoodcl.ca by 5:00pm on April 19, 2021.