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| Job Title: | Community Engagement Coordinator |
| Reports to: | Executive Director |
| Function: | To develop, implement, coordinate, and support all community engagement and community development initiatives on behalf of Alison Neighbourhood Community Centre |
| Hours: | 37.5 hours per week Occasional evenings and weekends as required |
| Hourly Rate: | \$21.50 – 23.00/hr |
| Length/Type: | Permanent Full-Time |
| Location: | 127 Elgin St. N. Cambridge, ON N1R 5H6 |

About Us

Alison Neighbourhood Community Centre is a nonprofit organization that works alongside the residents of the Alison neighbourhood in Cambridge to build community. We do this in part by facilitating recreation programs on behalf of the City of Cambridge close to home at an accessible cost, some of which include before and after school programs, summer camp, drop-in programs, community events, volunteer opportunities, and family outreach. We help build individual and community skills and assets, and provide opportunities close to home for everyone. We work daily to create a space and a neighbourhood that is inclusive, fun, resourceful, compassionate, kind, trustworthy, and equitable.

Volunteer Recruitment, Training and Management: Oversight and management of ANCC's volunteer engagement strategy to support Community Development

- Provide oversight and management to ANCC's volunteer engagement strategy by regularly identifying the volunteer positions required to support all programs and special events.
- Collaborate with the Recreation Coordinator to determine new volunteer positions that are needed for the year based on the program and event schedule.
- Assist the Executive Committee of the ANCC Board of Directors in the ongoing recruitment of Board members.
- Effectively manage the recruitment, training, onboarding, and evaluations for the youth Leader in Training (L.I.T) program for ANCC's summer camp.
- Utilize the Canadian Code for Volunteer Involvement as a resource in the development of all volunteer position descriptions.
- Effectively manage incoming volunteer applications, hour tracking, and necessary documentation using volunteer management software like Volgistics.
- Ensure all volunteer positions that are required for programs, events and OLG Bingo are filled.
- Facilitation and mentorship of volunteer-based events committee with the support of the ANCC Executive Director.
- Weekly collection and confirmation of volunteer hours tracked in shared Excel database, Volgistics and City Statistics Report.
- Effectively manage all volunteers by assisting volunteers with goal setting and performance evaluations to ensure skills matching and effective volunteer management.
- Effective use of the ANCC marketing strategy to recruit volunteers using flyers, social media, community partnerships, communities of practice and e-newsletter.
- Ongoing research of training opportunities for all volunteer positions based on skills and program needs

Leadership Development: Provide youth program volunteers opportunities for growth, mentoring them to develop transferrable skills for future employment.



Alison Neighbourhood
community centre

Community Engagement Coordinator Position Description

Alison Neighbourhood Community Centre

127 Elgin St. N

Cambridge, ON N1R 5H6

ancc@alisonneighbourhood.org

- Collaborate with the Recreation Coordinator to plan and implement leadership programming for youth based on community needs.
- Provide ongoing, consistent support for collaboration between youth volunteers (LITs) and program staff.
- Identify youth volunteers, provide mentorship and training to steward them into staff positions at ANCC
- Provide and facilitate [lead] youth training twice yearly while ensuring all youth volunteers are [lead] certified.
- Encourage participation in HIGH FIVE Principles of Healthy Childhood Development (PHCD) for all youth volunteers.
- Facilitate the recruitment, training, onboarding and evaluation of ANCC summer camp L.I.T's; collaborating with the Recreation Coordinator for joint training when identified.
- Commit to continuous learning; participate in external and internal training sessions, research training opportunities for volunteers and support learning opportunities for professional development.

Community Engagement: Expanding paths for outreach and engagement in the neighbourhood to foster community connection

- Act as point of contact for the public; answer phone calls, respond to emails, and greet visitors.
- Develop and implement door-to-door campaigns that gather community ideas, interests, and issues.
- Facilitate a community-led special events and community engagement committee.
- Plan and execute community-informed special events with other staff and community members, which engage the neighbourhood and community partners.
- Research and utilize city-wide and sector-relevant trends to inform community engagement strategy, implementing an "action, learning, and evaluation" cycle.
- Maintain and promote school partnerships; engage youth in the community; represent ANCC at community school events; create in-school visibility; and promote volunteer opportunities to youth.
- Assess and collaborate on program marketing initiatives; collaborate with Executive Assistant to create marketing materials, utilize editorial calendar, and develop and distribute marketing materials (i.e. flyers, announcements, newsletter, social media).
- Engage in ANCC-identified city events and networking opportunities, acting as an ambassador for neighbourhood place-based community development.
- Other duties as assigned by the Executive Director

Fundraising and Donor Relations: Support the financial vitality of ANCC to resource its work adequately.

- Work collaboratively with the Executive Director to identify, develop and implement an ongoing fundraising strategy
- Develop and implement a donor relations strategy that supports the financial vitality of ANCC.
- Identify and connect with community partners, donors, and local businesses consistently to increase community awareness and secure financial support for programs and special events.
- Explore opportunities to create new initiatives with new and existing partners and diverse funders.
- Collaborate with the Recreation Coordinator for ongoing data collection, tracking trends, outcome evaluations, neighbourhood engagement surveys, and event evaluation.
- Manage and oversee the volunteer and special events budget, tracking income and expenses; reporting monthly to the Executive Director.

Requirements:



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- Working knowledge and educational background related to the principles and practices of Volunteer Program Management and/or Community Development
- Supervisory and/or volunteer management experience
- Competency in applicable software such as CampBrain; Volgistics, or ActiveNet
- Demonstrated written and oral communication skills
- Proficiency in managing budgets using Excel and QuickBooks Online
- Ability to effectively engage and communicate with community partners to promote and enhance ANCC
- Ability to establish and maintain effective working relationships with staff, volunteers and the public.
- Proficient organizational skills with the ability to manage multiple projects and tasks independently with minimal supervision.
- Standard First Aid with CPR Level C
- HIGH FIVE® Principles of Healthy Child Development
- Vulnerable Sector Police Record Check
- Valid Driver's License: G Class and ability to drive within the Waterloo Region

Alison Neighbourhood Community Centre's Equity Statement

Alison Neighbourhood Community Centre seeks to collaborate in building a neighbourhood that cultivates and promotes a deep sense of belonging for all, particularly for people of colour, Indigenous people, gender-nonconforming people, people with different abilities, and others who experience hate and rejection in our world. We celebrate interconnection and diversity.

We have a deep commitment to cultural humility and anti-oppressive action. We unequivocally prohibit discrimination regarding race, colour, national origin, age, familial status, marital status, sex, sexual orientation, gender identity, gender expression, ability, religion, veteran status, height, weight, associational preference, or genetic information.

Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply for jobs unless they meet every qualification. At ANCC, we are dedicated to building a diverse, inclusive, and equitable workplace; if you're excited about this role but your past experience doesn't align perfectly with every qualification, please apply and share in your cover letter why you believe you are the right candidate for this role.

What We Can Offer You:

- Two weeks of paid vacation
- 5 paid sick days
- Enrolment in Extended Health and Dental Plan
- Flexible work-from-home arrangements
- Free on-site parking
- Professional development

Application Deadline: Position Open Until Filled

Submit Resume To: Please submit Cover Letter and Resume in PDF format to Executive Director Samantha Esmeralda at ancc@alisonneighbourhood.org

Start Date: December 4th, 2023, or earlier

Alison Neighbourhood is an equal-opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please get in touch with us to make your needs known in advance.

We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.