

Community Engagement Coordinator

9-month contract position #20210711CCE

Volunteer MBC is the local volunteer centre serving Peel. We fuel purposeful connections between people to respond to the most pressing social issues. Our vision is to improve lives through volunteerism. Our core values are purposeful engagement, service excellence, innovative collaboration and inclusivity. If you have a passion for volunteerism, projects, marketing and promotion, administration, and you are well-organized, you may be an ideal candidate.

About the role

Purpose

The Community Engagement Coordinator will play an integral role in increasing volunteerism across Peel by facilitating community connections, creating marketing and communications material, and conducting programs and evaluation.

Ideal Candidate

The ideal candidate may be seeking a career in community development, marketing, education or administration.

Qualifications

- Excellent marketing & communications skills including social media, web and email marketing
- Ability to communicate with and engage with stakeholders effectively, especially youth, seniors and newcomers
- Experience or familiarity in creating project management plans
- Skills in audio/video production, editing or livestreaming
- Experience in survey design for project evaluation
- Experience with Microsoft Office 365
- Experience with Adobe Creative Cloud
- Familiarity with Peel region and the not-for-profit sector

Assets strongly considered

- Photography/videography skills
- Additional languages, especially French or Indigenous languages, or those frequently used in Peel
- Experience with writing grant applications

Key tasks

- Organize and propel the Volunteer MBC Media Team, a group of volunteers that are supporting our marketing and communications
- Produce marketing and communications materials, including images, audio/video editing and layouts
- Compile project evaluation data, and assist in completion of project reports for funders
- Deliver programs through facilitation, development of activities, and volunteer engagement
- Support implementation of project sustainability strategies

Benefits of joining our team

- A strong performance in all areas has the potential to turn this into an ongoing role at end of the contract term
- Make a difference to the community in a powerful way



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🌐 volunteermbc.org
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- Letter of reference can be provided to an outstanding candidate
- Practical experience and mentoring from Volunteer MBC staff and Service Excellence Training
- Opportunity to participate in learning programs offered through the Volunteer MBC Learning Centre
- We are a small but mighty team that works like a family. We celebrate and appreciate each team member's effort, personal and professional accomplishments, and individuality.

Parameters

Eligibility

Volunteer MBC is an equal opportunity employer committed to diversity, equity and inclusion, and we are committed to continually learn, develop and integrate this into the culture and practices of our organization. We are committed to building an organization that reflects the communities we serve. We warmly welcome applications from members of Indigenous, Black, and racialized communities, 2SLGBTQ+ communities, people with disabilities, and members of other equity-seeking groups. Please let us know of any accommodations we can provide for greater accessibility and inclusion.

Applicants must:

- 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; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Time Commitment and Location

- Estimated start date: **August 16, 2021**
- Estimated end date: **May 13, 2022**
- **35 hours per week**; generally 9:00am to 5:00pm Monday to Friday
Some evenings or weekends as per program requirements
- Location of work is primarily from your home, therefore a reliable high-speed internet connection is required

Compensation

- Wage of \$22/hour

Reporting

- Reports to Manager, Community Engagement
- All designs and materials created become the intellectual property of Volunteer MBC
- Effective prioritizing and organizational skills including documentation of work and tasks

How to Apply

- Please submit your cover letter and resume by email to jobs@volunteermbc.org by **July 25, 2021 at midnight**.
- Submitting marketing and communications work samples or a portfolio is strongly encouraged.
- Please include Job ID **#20210711CCE** in the subject line of the email.
- Interviews will be held **August 4-11, 2021**.

We thank all interested applicants, however, only those selected for an interview will be contacted.