



Title: Community Engagement Coordinator

Employer: United Way / Centraide Windsor-Essex County (Administrative Sponsor)

Type of Contract: One Year Contract, Full Time (35 hrs/week) with possibility for renewal

Position Summary:

Pathway to Potential requires a Community Engagement Coordinator who understands poverty issues and is passionate about working collaboratively to reduce and prevent poverty and ensure social and economic wellbeing in Windsor-Essex. Reporting to the Director, the Community Engagement Coordinator will work with the Collaborative Leadership Team, Working Groups, volunteers and other community partners to mobilize broad community engagement, develop and implement a communications strategy, and leverage change and action toward the reduction and prevention of poverty.

The ideal candidate has community development experience and knowledge of Windsor-Essex; is an effective communicator with strong oral and writing skills; understands the role that authentic community engagement plays in effective policy and systems change; and has demonstrated effectiveness working within multi-stakeholder community change efforts.

Tasks and Duties:

Specific responsibilities, to be determined in consultation with the Director, will include:

- Developing and implementing a community engagement plan;
- Developing and implementing a communications plan;
- Providing expertise and support, including administrative support, for the activities of the Collaborative Leadership Team and Working Groups;
- Compiling and communicating (through newsletters, community updates, annual reports, fact sheets, policy briefs, etc.) key information about poverty, the work of Pathway to Potential, and community progress on poverty reduction and prevention efforts;
- Conducting research on best and promising poverty reduction practices, including evaluation and outcome measurements, and exchanging knowledge with other community-based poverty strategies and advocacy networks; and
- Mobilizing, coordinating, and communicating regularly with Pathway to Potential volunteers.

Skills and Competencies:

Proficient knowledge and experience in the following areas:

- Strengths- and asset-based community development;
- Demonstrated knowledge of issues affecting people with lived experiences of poverty;
- Demonstrated ability to develop a wide range of high quality written materials, including promotional materials, reports, and grant applications;

- Demonstrated ability to make public presentations to diverse audiences;
- Facilitation skills in a variety of community meetings and processes (for the purposes of engagement, planning, and education);
- Understanding of communication strategy, and the role of social media in community engagement;
- Understanding of the social, economic and political issues influencing the public policy environment; and
- Ability to plan and organize events, and coordinate and mobilize volunteers.

Personal characteristics and skills that include:

- Effective leadership skills, including collaborative group decision making, tact and professional judgment;
- Creative, confident and enthusiastic;
- Adaptability and openness to working within a multi-stakeholder environment;
- Ability to prioritize and work independently with minimal supervision and make independent judgments in a variety of situations;
- Ability to develop partnerships and build consensus within and across diverse communities and sectors;
- Effective listening and interpersonal skills;
- Strong organizational and analytical skills; and
- Strong problem-solving and conflict resolution skills.

Qualifications:

- Post-secondary education in a relevant field or related work experience equivalent to education in a relevant field
- Graduate degree an asset
- Minimum three (3) years' community development experience
- A valid driver's license and access to a vehicle is necessary in order to travel throughout the County

Other:

- Flexible work hours possible
- Benefits available

Annual Salary: To be negotiated

Posting Date: December 8th, 2011

Closing Date: January 6th, 2012

Commencing Date: To be negotiated

Send Application to: Adam Vasey, Director
 Email: avasey@cogeco.net
 Please include "Community Engagement Coordinator" in the subject line of the email:

Information about Pathway to Potential is available at: www.pathwaytopotential.ca