

JOB DESCRIPTION – APPENDIX “A”

Community Connections Coordinator

Limited social networks continue to be a barrier to integration by both newcomers and the general public. Newcomers need support to understand their adopted community, form social connections and contribute to their new community.

The Community Connections Coordinator will help to promote a welcoming and inclusive community by educating the community on their role in integration through public presentations, and encouraging active engagement in the settlement process through volunteering opportunities. They will also seek to ensure that newcomers feel welcome within the community, are provided with opportunities to have positive community interactions and social networks, and also provided opportunities to learn English in non-traditional classroom settings.

The Community Connections Coordinator directly reports to the Settlement Services Manager

Primary Duties & Responsibilities

- Recruit, train, and manage volunteers
- Oversee donations room, requests, allocation, and organization.
- Plan and execute community-based events and activities
 - Research and apply for funding for special events or projects
- Organize regularly scheduled community awareness events to raise understanding of newcomers eg. World Refugee Day, International Day for the Elimination of Racial Discrimination, and more.
- Organize and implement opportunities for newcomers to practice language skills in social and real-life settings
- Promote MJMC and the settlement and integration process through public speaking engagements
- Provide Intercultural communication and integration training for the community (mainstream institutions and the community at large)
- Manage MJMC Summer Programming outside of SWIS programs
- Collect and input client demographic information into database (Better Outcomes)
- Submit timely monthly reports and statistics to the Settlement Services Manager
- Ensure program meets the identified outcomes and performance measurements according to guidelines of the IRCC Contribution Agreement
- Attend regularly scheduled staff meetings to share information about programming, challenges, and opportunities.
- Attend community connections related trainings and conferences as required
- Develop and build strong relationships with local community agencies, governments and professional organizations
- Engage in the local community events that are aligned with the service objectives when necessary
- Conduct focus group and individual client satisfaction survey for program evaluation purposes
- Attend in local meetings and Working Groups relevant to the position

- Other duties as outlined by the Settlement Services Manager

Qualifications

- Post-secondary degree in Human/Social Services, Community Development or an equivalent combination of education and experience will be considered
- Experience with public speaking and delivering presentations
- Understanding and sensitivity to issues affecting immigrant and refugee communities
- Experience working effectively with other service providers and community partners
- Amazing communication skills: written, verbal, and non-verbal
- Demonstrated cross cultural communication skills and knowledge of community resources
- Knowledge and experience with recruiting, training and managing volunteers
- Experience with community based event planning
- Comfortable with database, word processing and ability to use internet and email
- Good organizational skills and the ability to multi-task
- Ability to keep accurate records and carry out duties with a degree of independence
- MS-Office (including Word, Excel), MS Outlook
- Fluency in additional languages considered an asset
- Willing to work on evening/weekend and travel if needed

Work Conditions

- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM
 - Possibility for some evening and weekend work