

Full Time Community Engagement Coordinator

The Opportunity

As our Community Engagement Coordinator, you will play a key role in delivering our promise to the seniors who choose to live with us. Your ability to do meaningful work, to build a talented team of volunteers and to create long-term relationships both within our home and with external stakeholders will ensure we achieve our goal of creating and maintaining a robust and caring community.

Working closely with the Recreation Supervisor and the Fundraising Coordinator, the Community Engagement Coordinator will be responsible for the recruitment and placement of volunteers, planning and hosting tours and special events and activities related to programs and campaigns undertaken by the organization. Other job tasks will include social media communications, general communications and other marketing projects as assigned.

Responsibilities and Duties

- Provide tours of our home to prospective clients and manage inquiries related to our living options.
- Recruit, interview and orientate volunteers in partnership with the Recreation Supervisor.
- Help support the fundraising coordinator in the development, organization, administration and execution of special events and keeping pre and post event details
- Contributes to and helps implement plans to engage stakeholders and volunteers and increase awareness of the brand integrity of The Elliott Community as a trusted source
- Liaise with internal departments, committees and external clients to facilitate the coordination of event production.
- Administrative tasks associated with community, clients and stakeholder correspondence
- Participate in the implementation of the communications and marketing plans for each event in concert with the Executive Assistant.
- Responsible for ensuring data regarding stakeholders and events is current and accurate, including all data entry and information updates.

What you'll Need for This Position

- Post-secondary education or equivalent experience in recreation, volunteer management, public relations or event management
- Minimum of two years proven results with the management of small and large events
- Marketing and or media relations experience is an asset
- Excellent oral and written communication skills
- Proficiency in the use of all Microsoft Office applications and donor database systems
- Proven ability to establish effective working relationships with all levels of management and volunteers
- Strong organizational (time management), analytical, and problem solving skills
- Ability to multi-task, manage and meet tight deadlines
- Must be able to work well independently and as a member of the team
- Personal suitability is an important consideration
- Must have own transportation and the flexibility to work some evenings and weekends

What We Offer

- Full time hours, primarily Monday to Friday but will require some flexibility to work evenings and weekends
- A competitive compensation package and participation in the OMERS pension plan and extended health and dental benefits for qualifying staff
- A flexible work environment
- An opportunity to collaborate with goal oriented healthcare professionals and make meaningful contributions in the lives of our residents

How to Apply

If you thrive in a value based, performance driven environment and enjoy a challenge, please send your resume to humanresources@elliottcommunity.org

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.