



EMPLOYMENT OPPORTUNITY: Community Engagement and Communications Coordinator

ABOUT OUR ORGANIZATION

The Sackville Commons Co-operative is a member-driven non-profit co-operative serving its members and the greater Sackville area residents.

We serve as an inclusive community hub to offer arts & culture programming, to encourage collaboration, promote sustainability, and support resource sharing.

We're changemakers, so inclusivity is at the heart of all we do. We celebrate differences and value each other for what we each bring. Together, we can grow a new future, so come as you are and let's get to work.

ABOUT THE POSITION

The Sackville Commons is growing its presence and programming as a community hub. We seek a dynamic individual passionate about building community and engagement for sustainability and resource-sharing programs.

This position will be part of the Sackville Commons team as they activate community engagement and create a community hub model. This position will support our staff and the board of directors in strengthening our core values and business model, organizing and promoting community events and programming, developing programs for youth and the general community, outreach to members and the community, and the creation of communication materials for newsletters and social media.

We are a small, but dedicated team with one staff person and a working board of directors. Our team comes from varied backgrounds and work in the community across the arts, business, food security, the arts, housing security, and adults with mental health challenges. We each

bring a unique perspective to our work; you will, too. We work from home but meet in person weekly and the position will be a hybrid of work from home and in person. This position reports to the Administrative Coordinator, who runs the day-to-day operations. But you will also meet with the board of directors, members, and volunteers who contribute to the organization. We're a small, but dedicated team. We dream big and work hard and we all genuinely enjoy what we do.

The Community Engagement and Communications Coordinator will be part of the *CreateAction* program and will join a national network of youth through peer learning and evaluation activities delivered by the program partners: the [Canadian CED Network](#), the [National Association of Friendship Centres](#), and [Social Research and Demonstration Corporation](#).

OPPORTUNITY

The Community Engagement and Communications Coordinator works closely with staff to serve community partners, community members, volunteers, and works to:

- Develop relationships across diverse communities to provide new opportunities for people.
- Communicate opportunities through social media and member newsletters.
- Support regular community meetings to foster relationship building, collaboration, and promote equitable services for community members. Work with staff to strengthen relationships with partners, identify, and address improvements to authentically support community members.
- Support staff with programming calendar, communication with partners, scheduling and promotion for events, including the creation of marketing and informational materials both online and in print.
- Update website and social media pages on an ongoing basis.
- Support outreach, recruitment and screening for community partners and other volunteers.
- Provide ongoing support and guidance to community partners engaged in programming and opportunities.
- Provide support for other projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned to grow The Sackville Commons Co-operative in its mission.
- We are developing a community hub model and your work will contribute to building and stabilizing our new model as we develop our foundation work.

ABOUT YOU

- Strong desire and ability to communicate and work with volunteers or members of all ages - and from racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds

- Strong writing skills and oral communication skills
- Desire to educate the community about the unique issues community members may be facing
- Willing to learn new skills for the position
- Flexibility, as new work items might come up or scheduled work shifts, as suited to project needs
- Value community and have a passion for social justice
- Interested in learning how to develop new community programs and projects that address systemic injustice and new visions for the future
- Desire to be a changemaker

We welcome applicants from a diverse range of candidates experiencing barriers to employment who are:

- Legally able to work in Canada (a Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act)
- Between the ages of 15 and 30 (inclusive) at the time of recruitment
- **Involuntarily not in education, employment, or training and/or underemployed**

COMPENSATION AND BENEFITS

This is a full-time contract position working 37.5 hours/week starting May 1, 2023, and ending October 27, 2023.

We offer:

- a flexible schedule
- networking opportunities with diverse groups in the greater Sackville area
- attention and feedback to your work; we will seek to provide growth opportunities based on your feedback and needs
- pending funding, we offer the opportunity to participate in business plan and strategic plan development for our organization

APPLICATION PROCESS

To apply, please send a resume and cover letter stating why you are interested in this position to us@coworksackville.com by April 21, 2023. Please include two references who can speak to your previous employment or volunteer work.

If you would like to discuss the position and your application before the deadline, please email and we will set up a phone conversation. We are happy to answer your questions or concerns. Don't hesitate to ask for clarification or direction. We want every applicant to have their shot.

Funded by the Government of
Canada under the Youth
Employment and Skills Strategy | 