



# **Community Engagement Coordinator Job Description**

*Halton Alive is a regional charity committed to promoting the value of human life through education and resources. We find creative ways to engage the community in discussions about life issues and believe that being pro-life is a fun celebration of life that should be shared. We know that educating people with truth and building relationships is the foundation of cultural change and helps bring clarity to challenging circumstances.*

*We are looking for someone who is a natural networker, good communicator, with an understanding of faith-based communities and a good baseline understanding of pro-life issues, to oversee our Life Teams and grow Halton Alive's presence in the faith community. If you are looking for a fulfilling job that allows you to connect with people, manage volunteers, inspire people to get involved, and make a difference in your local community, the Community Engagement Coordinator role may be right for you!*

**Purpose:**

The Community Engagement Coordinator (CEC) is focused on engaging the existing Halton Alive community and partners to encourage and increase involvement as well as initiating new relationships throughout the region. The CEC will seek to understand the needs of our partners better and promote improved collaboration and support. The CEC will participate in the planning and execution of Halton Alive initiatives while ensuring these initiatives benefit and meet the needs of our partners.

The Community Engagement Coordinator is required to be committed to pro-life principles and have broad developing knowledge of issues pertaining to the mandate of Halton Alive and will, at all times, promote respect for all human life, from conception to natural death through a lens of truth, love and compassion. The CEC role involves significant engagement with faith communities, both leadership and congregants.

**Scope:**

The Community Engagement Coordinator reports to the Executive Director and is responsible for actively engaging community leaders and members as well as collaborating with and assisting the Executive Director on Halton Alive initiatives and activities where needed. They are required to have broad knowledge of Halton Alive programs and activities in order to engage and inform the communities under their care.

**Duties & Responsibilities:**

- Key portfolio of the CEC is the Church Growth Program and associated Life Teams.
- Regular communications with Life Teams and Church admin and leadership staff.
- Craft a vision and implementation strategy for increased community engagement in the Halton region as it relates specifically to local churches.
- Build relationships with church leadership and congregants from a variety of denominations and backgrounds
- Identify, lead, and inspire individuals on Life Teams.
  - Provide training and resources to help Life Teams be effective in their church
- Visit and network with leaders within the community.
- Correspond professionally and effectively with community and HA members/contacts through phone, email and in-person to provide information, updates and coordinate activities.
- Maintain current community relationships and actively seek new ones
- Collaborate on and participate in events and projects as needed.
- Organize and maintain administrative aspects related to the CEC portfolio effectively.
- Coordinate volunteers as needed.

- Maintain and update information in the contact database as needed.
- Program development and public speaking
- Event planning - must be able to attend occasional events outside of regular work hours including occasional weekends (time compensated)
- Report progress and activities to ED including monthly report to the Board of Directors.

The Community Engagement Coordinator may be required to perform other duties as requested by the Executive Director.

**Skills & Qualifications:**

- High school diploma and/or undergraduate degree or related experience.
- Must be competent in all Microsoft Office applications (Word, Excel, Publisher etc.) and parallel Google Drive applications
- Must be familiar and comfortable with general computer, internet and social media use.
- Knowledge of Canva a significant benefit
- Must be a self-starter, self-motivated and able to work independently
- Ability to organize time and materials efficiently and prioritize objectives and tasks
- Excellent written and oral communication skills
- Experience with social media, marketing and public relations is an advantage
- Knowledge of and commitment to pro-life principles and values
- Provide up-to-date, clear, concise information in a non-judgmental manner
- Must be comfortable speaking in public

**Competencies:**

- Maintain confidentiality, tact and respect at all times
- Must demonstrate a willingness to learn and improve
- Strong interpersonal and verbal communication skills
- Creative thinking, problem solving, self-motivation and general optimism highly valued
- Ability to work independently with minimal supervision
- Ability to collaborate and brainstorm ideas
- Demonstrate initiative and passion for excellence
- Demonstrate cultural awareness and respect

**Additional Information:**

- Salary and hours:
  - 15 hrs/week - hours may fluctuate
  - Starting salary: \$20/hr
- Mobile office - must be able to work from home and meet with ED in-person once a week, and as needed at the Burlington office.
- Available to work weekdays and occasional evenings and weekends as required.

**To apply:** Contact our Executive Director at [execdirector@haltonalive.com](mailto:execdirector@haltonalive.com) with your resume and cover letter indicating the position you are applying for.