



Inspire Hope 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 highly organized, friendly, a good communicator, has a heart for the elderly, and has a good baseline understanding of pro-life issues to help oversee and promote our Inspire Hope (IH) program. If you are looking for a fulfilling job that allows you to connect generations to bring joy and hope to the elderly, manage volunteers, inspire people to get involved, and make a difference in your local community, the Inspire Hope Coordinator role may be right for you!

Purpose:

The Inspire Hope Coordinator (IHC) is responsible for administering the Inspire Hope Program and growing it into the future vision. The IHC will maintain communication with all participants in the program and ensure its success. The IHC will seek opportunities to promote Inspire Hope to the wider community as an opportunity to gain broader awareness of Halton Alive and share the success of Inspire Hope with our internal and external communities.

The Inspire Hope 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 IHC role involves significant engagement with faith communities, schools, and long-term care homes.

Scope:

The Inspire Hope Coordinator reports to the Executive Director and is responsible for the successful coordination of all aspects of the Inspire Hope program by actively engaging community members as well as collaborating with and assisting the Community Engagement Coordinator and Executive Director with Halton Alive initiatives and activities as needed and able. The IHC will be focused on Inspire Hope however there is potential for this role to grow with the candidate's capacity and availability.

Duties & Responsibilities:

- Key portfolio of the IHC is Inspire Hope and associated promotions.
- Planning and communications for the Spring and Winter IH initiatives.
 - Including coordination of drop-offs, organizing, and delivery
- Regular communications with participants and volunteers of IH
- Creation and posting of IH related social media content or forwarding IH content to social media coordinator.
- Build relationships with teachers and LTC workers, be able to speak their language, and offer what their community needs as it pertains to IH.
- Correspond professionally and effectively with community and HA members/contacts through phone, email, and in-person as needed.
- Collaborate on and participate in events and projects as needed.
- Organize and maintain administrative aspects related to the IHC portfolio effectively.
- Maintain and update information in the contact database as needed.

- Report progress and activities to the Executive Director, including preparation of monthly reports to the Board of Directors.

The Inspire Hope 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
- Knowledge of Canva a significant benefit
- Must be familiar and comfortable with general computer, internet and social media use.
- 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

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:
 - 10 hrs/week - hours may fluctuate
 - Starting salary: \$20/hr
- Mobile office - must be able to work from home and occasionally be in-person 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 with your resume and cover letter indicating the position you are applying for.