



Community Engagement Coordinator

(Internal/External Posting)

With respect, Alex House operates on the stolen land of the Coast Salish Nations, the Semiahma (Semiahmoo), q̓íçəy̓ (Katzie), and q̓'w̓a:n̓'ən̓ (Kwantlen) Nations

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Alex House, as a neighbourhood house, is place based, and takes an assets-based approach to working in community. We understand the potential of each individual to contribute to the wellness of our shared community, regardless of what brings them through our doors for the very first time.

We are seeking a mindful, passionate, and collaborative **Community Engagement Coordinator (CEC)**. While the ideal candidate will have significant experience planning and delivering community programs, they should also value social justice work, and be experienced in the principles of grassroots community development. We are seeking an individual grounded in social justice values, with lived experience as 2SLGBTQ+, IBPoC, or other historically underrepresented groups, and/or with proven experience and allyship working on initiatives with these groups.

Alex House is deeply committed to decolonizing our approach, looking at all of our work through an anti-racist and decolonizing lens. We are learners in this work, and seek a CEC that will help us lift this work in our community, and will come alongside as an active learner.

The Work:

Reporting to the Executive Director, or designate, the Community Engagement Coordinator (CEC) oversees Alex House's community programs, a hybrid of participant driven activities and funded programs based on interest and needs. The ideal candidate has extensive experience planning and delivering community-based programs, overseeing volunteer recruitment and retention, and working collaboratively with community stakeholders. The CEC is equally adept at working with teams, as they are working independently. Taking the lead on Alex House events including Alex Fest, Neighbourhood Fun Nights, and ad hoc special events. Excellent written and verbal communication skills are needed, as this role will take the lead on preparing social media and newsletter content, especially related to significant historical social justice dates or emergent events. An ability to facilitate large and small groups, including support to the Community Garden advisory members, and initiating community conversations around emergent interests or needs.

The CEC has wide-ranging experience writing grants, and seeking sponsorships in support of initiatives, they will also need to develop budgets, and manage and mitigate variances.

The ideal candidate brings creative energy and inspiration to their community work, with strong interpersonal skills that strengthen their ability to build relationships with colleagues within and outside the organization. They will have proven program development skills that allow them to create meaningful, responsive and sustainable programs.

A core principle for the Community Engagement Coordinator will be their ability to meet people where they are at, while encouraging volunteers and neighbours to engage more fully in their community.

Key Responsibilities:

- Program Development - including grassroots, participant driven initiatives, and/or funded programs that meet community interests and needs.
- Coordination of Neighbourhood Small Grants program in South Surrey and Surrey East (Cloverdale/Clayton), overseeing the volunteer committees, and managing the budget and



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implementation of the program.

- Leads planning and deliver of Alex House community events including Alex Fest, Neighbourhood Fun Nights, Community Lunches, as well as ad hoc special events.
- Securing funding through grant writing and sponsorships for all community activities including Community Gaming Grants and Canada Summer Jobs applications.
- Volunteer recruitment and retention, supporting volunteers and participant driven activities. Includes all managing databases, and ensuring adherence to Alex House policies and procedures.
- Communications Lead – Develops content for social media and newsletters, working with Alex House team to ensure mindful responses to community issues.
- Marketing and promotion of activities and events. Includes updating content on website (Squarespace).
- Provide outreach to community about Alex House community activities.
- Engages internal and external stakeholders in Neighbourhood House activities.
- Facilitates community dialogues and conversations on social justice issues and/or interests of the community.
- Builds understanding and awareness around social justice issues, including poverty, homelessness, housing, mental wellness, food insecurity, ageism, Indigenous sovereignty, homophobia, xenophobia, racism etc.
- Supports the development and implementation of activities that enhance the wellness of community, ‘contributing to a vibrant, inclusive, and caring community.’
- Participates on local planning tables as required, providing a neighbourhood house lens.

The ideal candidate for the Community Engagement Coordinator position will be able see the potential of volunteers as team members, and meaningful contributors to community. They will work with their team of volunteers to meet the emergent and important needs facing our community of Surrey White Rock.

Experience:

- Post secondary education in social work, education, community support/development, multicultural work, or related field in combination with experience in the field.
- Minimum 5 years experience working with in a community based setting developing and delivering programs, and taking on lead responsibilities.
- Experience working with volunteers, including recruitment and support.
- Cross cultural understanding and awareness of other cultural groups.
- Lived Experience - LGBTQ2S+, BiPOC, and/or an individual with significant experience working with diverse groups, and proven allyship is desired.
 - Excellent organizational, leadership, communication, and community development skills
 - Experience facilitating small and large groups
 - Languages other than English desired.
 - Driver's Licence and vehicle essential.

Details:

This is a regular, full-time, 35 hour/week position, with an annual hiring range 26.68 to \$29.56/hr. This is a management role as per employment standards. There are opportunities for increasing levels of responsibility with a comprehensive benefits plan; including vacation, sick time, extended health benefits, and pension.

All qualified individuals are encouraged to apply by email with CV and Cover Letter, with subject line: **Community Engagement Coordinator to pbradley@alexhouse.net.**

Position will remain open until successful candidate is in place.

Only candidates selected for interviews will be contacted.

Thank you for your interest. For more information about Alex House - visit www.alexhouse.net

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our team and their family.



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