

JOB POSTING



REACH Edmonton Neighbourhood Organizing Initiative Project Coordinator

What's the opportunity?

REACH Edmonton is hiring a project coordinator for our Neighbourhood Organizing Initiative (NOI). The NOI brings together community partners, facilitates dialogue, and encourages collaboration and activation around safety issues in several neighbourhoods and geographic communities in Edmonton.

Who's involved?

Partners in the initiative include excited and passionate community members, social agencies, Community Leagues, businesses and business associations, City of Edmonton departments, EPS branches, elected officials, REACH Edmonton, and invited resources.

Commitment to Equity

REACH Edmonton is committed to equity, diversity and inclusion; and strives to be an organization that reflects the rich diversity of our community. At REACH Edmonton, diversity means understanding, recognizing and valuing the differences that make each person unique. We are committed to removing barriers faced by under-represented groups.

REACH acknowledges the work it does is in Treaty 6 Territory. Together we acknowledge all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

Statement of Preference

All interested parties are encouraged to apply. To follow through with REACH's commitment to equity, diversity and inclusion, we are actively looking for candidates who come from BIPOC and or LGBTQ2S+ communities and will be giving preference to those candidates.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers. People with disabilities, women, Indigenous peoples, members of racialized groups and members of other historically marginalized communities are encouraged to apply. We also consider qualified applicants with criminal histories, consistent with applicable federal, provincial and local laws.

If you would like to be considered for employment equity please indicate this on your cover letter by including the statement "I would like to be considered for employment equity." No further elaboration is necessary, but you are free to add more information if you would like.

A bit about us

REACH is Edmonton's Council for Safe Communities. We are an organization that strives for collaborative and collective community impact. We support and bring together organizations, community groups and Edmontonians to co-develop solutions to make Edmonton a safer city for everyone. We partner on prevention strategies that address the root causes of conditions that place children, youth and families at risk of environments that are unsafe and bring harm. For more information visit REACHEdmonton.ca.

A bit about you

The NOI Project Coordinator is someone with a passion for making their community a better place to live, work and play in. They are committed to learning how a community functions and how best to engage with community members. They listen to and advocate for the community. They are collaborative, creative, and eager to explore new ideas in building community connectivity.

Interested? Apply before **May 31, 2021**

To apply for this position, email a resume to Mark.Davis@reachedmonton.ca, along with a cover letter that includes a story that inspires you about a community coming together to address an issue. What was the issue? How did the community work together? Were you involved - and how? What was the result?

Project Coordinator Responsibilities:

- Supporting the NOI Project Manager with the development and activation of community-based projects
- Supporting various types of community engagement including meetings, surveys and interviews
- Organizing, participating in, and documenting digital and in-person community meetings (occasionally on weekends and evenings)
- Preparing presentation materials
- Preparing meeting summaries
- Preparing summaries of community surveys
- Planning and attending community-based events
- Gathering materials for community-based activities
- Researching and identifying community assets in partnering neighbourhoods
- Maintaining social media channels and community project websites
- Researching grant opportunities for the initiative

Project Coordinator Requirements:

- Strong interpersonal skills
- Strong verbal, written, presentation and facilitation skills
- A strong interest in community engagement and collaboration
- Two years of experience in a field related to community development
- Formal education in social work, community development, civic engagement, communications, marketing, or related field will be strongly considered
- Competency in Google applications (Docs, Sheets, Forms, Slides)
- Competency in virtual meeting platforms like Zoom
- Social media and website maintenance skills (Facebook, Instagram, Wordpress)
- Graphic design competency with Adobe Creative Suite programs will be considered an asset
- We anticipate the successful candidate will have a learning curve to address, which will be supported; we need a person who is able to identify their learning requirements and work to grow her/his knowledge and abilities to perform this job.

Personal Attributes:

- Ability to develop and maintain relationships and partnerships with diverse individuals and communities
- Ability to work effectively both independently and as part of a team
- Ability to prioritize tasks and work on tight deadlines
- Ability to work flexible hours (some evenings and weekends) to accommodate community stakeholders and their schedules
- Commitment to promoting Equity, Diversity, and Inclusion

Selection Process:

Applications will be shortlisted by a panel of REACH staff. Shortlisted applicants will be interviewed by a panel of REACH staff and external representatives such as:

- Community associations
- Cultural community leaders
- Business leaders
- City of Edmonton - Citizen Services

This is for 1 full-time salary position

Salary will be based on experience and qualifications

To Apply: Please email your resume and cover letter to the attention of mark.davis@reachedmonton.ca

Posting Date: May 13, 2021

Closing Date: May 31, 2021

We thank you for your interest in REACH Edmonton, and appreciate the effort required to apply for this position. Applicants will be contacted by **mid-June** if they are selected for an interview.