



Community Engagement/Programs Coordinator Panorama Hills Community Centre Northstar Residents Association (NSRA)

The Northstar Residents Association Ltd. (NSRA), is a non-profit organization, managed by a volunteer Board of Directors and staffed by passionate employees, who act as stewards of the community, maintaining a variety of amenities and features, including the Panorama Hills Community Centre.

The NSRA Community Engagement / Programs Coordinator is a detailed oriented, driven, outgoing and integral part of the NSRA Team. This role is designed to build positive relationships with our members through communications, programming, and events in Panorama Hills. Our goal is to add value and build community for all our families and members.

Responsibilities:

- Build meaningful relationships with NSRA residents & community stakeholders/partners.
- Design, deliver and provide oversight to a full complement of programs and special events for members.
- Design and deliver summer camps
- Manage Play Ambassador program
- Provide ongoing development, support and evaluation of staff.
- Maintain social media
- Maintain and update website
- Maintain and develop communication strategies
- Develop regular feedback and evaluation mechanisms to ensure continuous improvement.

Qualifications

- Successful candidate should possess post-secondary education in a related field with 2 to 3 years of programming/communications experience
- Demonstrated experience in organizing, designing and implementing programs and special events for preschool, children/youth and adults
- Relevant experience in social media and communications strategies
- Advanced oral and written communication and demonstrated relationship building skills.
- Highly organized with strong computer skills
- Ability to work independently and as part of a team.
- Excellent communication, leadership and organization skills
- Energetic and outgoing
- Must be able to work flexible hours as required
- Current Standard First Aid and CPR/AED certifications.
- A Police Security Check – Vulnerable Sector valid within the last 6 months (or receipt as proof of request)
- Preference will be given to those in Child or Youth programs at secondary education.
- Ability to get to various sites in Panorama Hills on your own
- Valid Standard First Aid with Level C CPR and AED
- Police security clearance with vulnerability search

Employment Term: Full Time: 40 hours per week

Hours: Varying shifts between 9:00AM and 9:00PM, 7 days a week

Rate: \$20.00/hr to \$25.00/hr

If you think you have what it takes to be an energetic, creative, and engaging Coordinator at the Panorama Hills Community Centre, please send us your resume and cover letter. Applications can be emailed to hr@mypanoramahills.com. Deadline for applications is 4:00PM, on Friday, July 23, 2021.

We thank all applicants, only those selected for an interview will be contacted.