



MISSION: To create a connected, inclusive, collaborative and sustainable community.

JOB DESCRIPTION

Position Title: Community Development Coordinator
Program Area: Community Development/Special Events
Location: 1330 Fairfield Road (Fairfield Place)
Hours of work: 37.5 hours per week
Reporting to: Co-Executive Director Vanya McDonell

Organization Description

The Fairfield Gonzales Community Association (FGCA) is a non-profit charity whose mission is to create a connected, collaborative, inclusive and sustainable community by providing various services to over 25,000 users annually. As an organization we work collaboratively to create a positive space from a basis of supporting families and community.

Job Summary

The role of Community Development Coordinator is to facilitate community development and resident engagement in the Fairfield Gonzales neighbourhood through a range of events, social gatherings, volunteer opportunities, and neighbourhood projects. The Coordinator also designs and delivers programs that address food insecurity in Fairfield Gonzales and surrounding neighbourhoods. The Community Development Coordinator implements these programs in support of the FGCA's mission statement. The Coordinator also acts as a member of the senior staff team to support the organization as a whole.

Areas of Responsibility:

Event and project coordination expectations

- Plan, lead, implement, and promote FGCA events and projects
- Coordinate events – at least one major special event (Fall Fairfield) and several smaller events through the year
- Ensure adequate human resources are in place to support events and projects (staff and volunteers)
- Keep accurate records regarding finances, contacts, and scheduling
- Keep other staff informed with clear and open communication

Community development expectations

- Provide opportunities for the community to engage with the FGCA
- Provide support and direction to community development initiatives (eg. Book Club, Clothing Swap, Art at the Place, Reconciliation Circle, Streetlife Committee, Repair Cafe)
- Act as liaison and support for My Great Neighbourhood Grant sponsored groups



- Identify and assess potential new community development initiatives
- Develop relationships with groups and individuals in the neighbourhood to support community development goals

Food Security program expectations

- Assess food security needs in the neighbourhood
- Design and deliver programs to address food security
- Seek funding to support food security programs

Volunteer coordinator expectations

- Recruit and coordinate all volunteers for the organization
- Implement and maintain volunteer practices, including records management, recruitment and retention, evaluation, and recognition
- Directly supervise special event and community development volunteers
- Designate a direct supervisor for all other volunteers
- Work with staff to identify volunteer needs across the organization (childcare, Observer, etc.)

Facility Expectations

- Book facilities and ensure adequate supplies and equipment for event and project needs
- Communicate facility use needs to staff team and front desk
- Ensure health and safety standards are met in program area, participate in health and safety committee as required

Supervision

- Determine staffing needs for program area in consultation with Co-Executive Director
- Recruit and supervise staff and contractors in community development program area, including scheduling, evaluation, timesheets, and ongoing supervision (1-2 staff members).

Financial expectations

- Assist with organizational fund development, including grant writing, sponsorship opportunities, and fundraising
- Keep accurate revenue and expense trackers for events and projects
- Make requests to Co-Executive Director in a timely fashion for any changes to budgeted expenses for programs
- Inform annual budget by providing financial information for your program area to the Co-Executive Director
- Write grant proposals and reports as delegated by Co-Executive Director
- Submit cheque requisitions for program expenses to bookkeeper
- Identify funding opportunities to support program areas
- Pursue in-kind and cash sponsorship opportunities with local businesses, in consultation with the Co-Executive Director



Communication - internal

- Ensure all staff are informed of program activities through coordinator's meetings, emails, and verbal communication
- Communicate clearly any event or project support required of staff members
- Create written reports at the conclusion of each event or project, and annually for full portfolio

Communication – external

- Lead on communication for community engagement, including social and traditional media
- Use appropriate channels to promote events and projects, including but not limited to: social media, newspapers, and radio
- Maintain and develop partnerships with external agencies and businesses in program area
- Represent the FGCA externally as directed by Co-Executive Director (eg. City of Victoria, Volunteer Victoria)

Responsibility of Records

- Ensure accurate program records are maintained with confidentiality
- Keep accurate records for all grants in program area
- Ensure staff and volunteer files are complete, accurate, and up to date

General Expectations for all staff

- Help to establish a positive and collaborative team environment
- Attend all staff meetings and training sessions
- Report issues of concern to the Co-Executive Director in a timely fashion
- Actively participant in conflict resolution
- Support the Co-Executive Director by following their directive
- Make recommendations for improvement or changes to programming
- Facilitate participation of residents in their community
- Maintain a professional and inclusive disposition while working with volunteers, staff and the general public

Working Conditions

- Frequent evening and weekend requirements
- Some offsite work and transport of program materials required
- Open work space, noisy public access point
- Regular interruptions by co-workers, program participants, general public
- Multiple competing tasks, priorities constantly changing
- Lifting up to 40 pounds, moving of equipment and program materials

Knowledge, Skills and Abilities



- Builds effective relationships with staff and community members
- Event coordination experience
- Strong organizational and time management skills
- Superior written and oral communication skills
- Working knowledge of social media (Facebook, Instagram, Twitter)
- Effective supervisory skills
 - Conflict resolution- able to quickly and effectively address and solve issues
- Personable and professional demeanor, strong team player
- Donation solicitation and/or fundraising experience
- Volunteer management experience an asset
- Knowledge of the FGCA and its programs, activities, and governance an asset
- Working knowledge of Microsoft office suite

Requirements and Qualifications

- Must be Standard First Aid and CPR (C) Certified
- Must be able to provide an acceptable Criminal Record Check
- Must have Class 5 driver's licence, access to reliable vehicle preferred
- Serving it Right certification (can be completed within first 3 months)
- Food Safe certification (can be completed within first 3 months)
- Relevant post-secondary education or equivalent work experience preferred
- Proof of COVID-19 vaccination (2 doses)