



Community Development Coordinator

Big Brothers Big Sisters has been a part of the Kincardine area for 40 years. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children by matching volunteers and youth in quality mentoring relationships. Our agency staff members are experts at screening volunteers and matching them with a young person in a variety of programs.

We offer 3 mentoring programs to young people aged 6-18 in communities across Southern Bruce and Northern Huron Counties.

Big Brothers Big Sisters of South Bruce North Huron is currently accepting applications for a full-time, 35 hours a week, Community Development Coordinator for the summer (July-August).

This position could be for you if:



- You are passionate about helping young people reach their full potential
- Your idea of a great week has you both in and out of the office while establishing relationships with community partners
- You are organized and understand the importance of promoting brand awareness
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player
- You love to connect and engage with your team, volunteers, community partners and families
- You want to be able to offer new and exciting experiences for the young people you are working with



A day in the life of a Community Development Coordinator involves:



The Community Development Coordinator plays a critical role in serving our mission to enable life-changing mentoring relationships that ignite the power and potential of young people. This role will be the superstar of summer programs and event planning for our team. You will be responsible for coordinating and assisting in the development and delivery of activities and promotion for BBBS Month, and other events over the summer; assist with planning and facilitating special events for volunteers; program delivery; general business administration; marketing & communications; records management and data analytics.

This role requires an action-oriented, creative, passionate, articulate professional who thrives on bringing our story to life. The Community Development Coordinator will be able to immerse quickly and effectively in the day to day operations of the agency.



Key Responsibilities:



- Working with the Mentoring Coordinators to develop and implement summer program
- Coordinate and assist in the delivery of Big Brothers Big Sisters Month activities
- Interact and network with community partners to promote public awareness of Big Brothers Big Sisters
- Assist with volunteer recruitment and training
- Design event posters, other promotional materials
- Assist with planning and facilitation of special events
- Attend fundraising events
- Participate in the delivery of education programs
- General business administration
- Supporting other agency programs and departments as required
- Providing regular reports to Executive Director
- Completing other duties as requested by the Executive Director

This summer, you will have achieved:



- Delivered summer programs to Mentees
- Assisted with fundraising events
- Coordinated activities and promotion of Big Brothers Big Sisters Month
- Supported the overall work of the agency



Skills Required:



- Working towards or have obtained a University Degree and/or College Diploma in related field (Social Service Worker, Social Worker, General Business Administration) plus lived experience
- Strong interpersonal, motivational, presentation, networking and communication skills; clear, concise, punchy emails and messaging
- Excellent juggler and time manager. Thrives in a dynamic changing environment. Demonstrated ability to set priorities and realign those priorities with your peers and the Executive Director.
- Flexibility to work evening and weekend hours; dependable and thoughtful.
- Passionate about learning new more efficient ways of doing things; growth mindset and willingness to learn and develop personally and professionally; strong self-awareness. Always inventing and improving the use of cool new tools.
- Proficiency in presentation. It's all about our brand.
- Knowledge of Microsoft products (Word, Excel, PowerPoint, Teams, Outlook), Zoom, Social Media etc., and Constant Contact.
- Ability to plan, implement, facilitate and evaluate programs and activities within deadline/resource parameters
- Proficient organizational skills and ability to adapt to change; pulse on what's new and how to marry that with traditional forms of advertising and media presence
- Strong team player and collaborator; ability to work both proactively, independently and collaboratively.
- Confident but humble! You take joy in achieving personal excellence, but also in making other around you successful. "We" vs. "I" mentality.
- Criminal Record check with Vulnerable Sector Screen required
- Access to transportation.



Additional Information:

We are looking for that someone special!



As the Community Development Coordinator, you will be part of a fun and dynamic team that raises awareness about BBBS South Bruce North Huron and our mission to enable life-changing mentoring relationships that ignite the power and potential of young people throughout Southern Bruce and Northern Huron Counties.

The ideal candidate will be an incredibly dynamic communicator. As the Community Development Coordinator you will be an innovator - excited to communicate our powerful message. You have a passion for our mission, love of people and demonstrate extraordinary professional maturity and leadership skills. If you are an optimist by nature, driven and ready to take charge in building our brand, this could be the role for you!

Time/Opportunity:



Application deadline: Friday, June 7, 2024 at 5pm

Expected dates: July 2, 2024-August 30, 2024

Job Types: Full-time, 35 hours per week

Salary: \$20.17/hour

This position is a Canada Summer Jobs position and is funded by the Government of Canada.

Please apply with your resume and cover letter to Yolanda Ritsema, Executive Director at yolanda.ritsema@bigbrothersbigsisters.ca. We thank everyone for your interest, but only those who have been selected for an interview will be contacted.



Equal Opportunity Employer:



Big Brothers Big Sisters is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, LGBTQ+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the hiring committee once selected for an interview.

