



COMMUNITY ENGAGEMENT COORDINATOR

The West Point Grey Community Association (WPGCA) is seeking to hire a Community Engagement Coordinator (CEC) whose work will help the WPGCA and West Point Grey Community Centre (WPGCC) connect with the community in developing partnerships, assessing needs, exploring arts and culture opportunities, marketing, fundraising (grant writing), and identifying needs of the local community.

Qualifications

- Post-secondary education in marketing, community development and/or arts and culture or a related discipline and related experience, or an equivalent combination of training and experience;
- Demonstrated experience with community-engagement and arts and culture projects and special events programming;
- Demonstrated ability to help develop programs and projects in consultation with Programmers and/or community arts and cultural groups;
- Demonstrated experience in project management;
- Knowledge of the Vancouver arts community including current and emerging trends in community-engaged arts, environmental art and social practice;
- Knowledge of provincial and national legal standards and requirements in the arts (e.g. copyrights, fees, etc.);
- Ability to work effectively as part of a team;
- Ability to work tactfully with diverse and grassroots community organizations;
- Excellent written and verbal communication, presentation and interpersonal skills;
- Excellent computer and social media skills with working knowledge of Microsoft Office, Excel and PowerPoint;
- Police Records Check;
- Valid Driver's License.



Duties

The CEC will be expected to perform the duties of this position which include:

- a. Researching and attending in-person meetings with organizations that would make good partners to the WPGCA for the purpose of enhancing arts and culture initiatives at WPGCC. These will include (but would not be limited to) the following groups:
 - Local and city-wide arts and cultural organizations;
 - Non – profit arts organizations and funders;
 - Neighbourhood schools;
 - Vancouver Public Library – Point Grey branch;
 - Local environmental and sustainability groups;
 - Community organizations;
 - Businesses;
 - Museum of Anthropology;
 - UBC and/or other post-secondary institutions;
 - Other opportunities found through research and community outreach;

- b. Marketing to the community, in-person and via other media, all of the WPGCA's current community centre programs and services. Supporting the objectives of the WPGCA's Marketing and Partnerships Committee (the "MAP Committee") in social media, website and recreation guide content. Such duties will include:
 - project management;
 - marketing and administration;
 - maintaining an online calendar to keep association up to date; and
 - attend monthly MAP Committee meetings to update on progress;

- c. Researching the community's needs and reporting key interests to the appropriate committee for:
 - new initiatives;
 - new events; and
 - low-income / no fee for service programming, events and services



- c. Identifying resources in the community that could enhance programs, services or events as partners and connect them to staff or appropriate committee;
- d. Researching grants (i.e. Vancouver Foundation, provincial gaming grant, etc.) and reporting back to the WPGCA for:
 - infrastructure development;
 - programs; and
 - staff training;
- e. Writing grants under the direction of the WPGCA to meet the needs of the strategic plan;
- f. Reporting how the above objectives have been met;

This position will report directly to the WPGCA's President.

A staff designate may act as a liaison for the President if deemed necessary;

All such other responsibilities and functions as the WPGCA may reasonably require of a Community Engagement Coordinator.

Employment Type: P/T Flex Hours

The CEC will perform these duties over a 15 to 20 hour work week. The CEC may work flexible hours during each day, but is not to exceed 8 hours a day.

- I. **Salary Information:** \$28.00 to 31.00 per hour
- II. **Start Date:** September 1, 2017

Please send your resume and cover letter to boardassistant.wpgca@gmail.com by July 24, 2017.
We thank all applicants for their interest. However, only those selected for an interview will be contacted.