

Position: Community Engagement Coordinator – One-year contract

Location: Kitchener (Anselma House)

Pay Rate: \$47,500 annually

Who Are We? Women's Crisis Services of Waterloo Region provides emergency shelter to women and children fleeing abusive relationships. We operate two shelters: Anselma House in Kitchener and Haven House in Cambridge. Our facilities operate on a 24/7 basis. We believe that everyone deserves to live a life free from abuse. Our team has created a supportive working environment helping individuals continuously learn and grow with a focus on growing from within.

**WCSWR supports women, transgender and gender-diverse individuals.*

Position

Reporting to the Communications and Fund Development Manager, the Community Engagement Coordinator is responsible for building and maintaining relationships with various stakeholders to increase awareness of and support for our organization.

Our ideal candidate loves to connect with people and wants to make a difference. You have strong writing skills, excellent public speaking abilities, and you are passionate about ending violence against women. You are excited about motivating staff and community members, and you are driven to enhance understanding and awareness of domestic violence within our community.

Make a difference while building your career with WCSWR, voted Waterloo Region's #1 Not- For Profit! by "The Community Edition"

What makes WCSWR a great place to work?

- Dynamic workplace culture with a strong sense of team
- Opportunity to expand and develop your social work skills
- Professional development with opportunities both on-site and off-site with industry leading experts to develop skills and knowledge on how to better support women and children
- Work environment that supports diversity, equity and inclusion
- A team that is as passionate about helping others as you are!

Education / Experience Requirements

- An undergraduate degree / diploma in public relations, journalism, marketing or a related discipline.
- A minimum of three years' experience, preferably in a not-for-profit setting.
- Valid driver's license, valid insurance and reliable vehicle.
- Must be available to work flexible hours (evenings and weekends as needed).

Skill Requirements

- Excellent written and verbal communication skills.
- Excellent presentation skills; Impeccable public speaking and facilitation skills.
- Ability to present to a wide variety of stakeholders including professionals and students.

- Solid understanding of domestic violence.
- Superior organizational and time management skills; ability to multitask and meet deadlines.
- Superior accuracy and attention to detail.
- Demonstrated computer proficiency and ability to learn new programs in a timely manner.
- Ability to work independently with little supervision, be self-directed and take initiative.
- Community builder – ability to establish and maintain effective working relationships with staff, management, volunteers, community partners and external stakeholders.
- High level of professionalism and ability to manage smooth event logistics under pressure.
- Proficient in Microsoft Office and Canva, comfort with Zoom.

Assets

- Graphic design experience
- Experience with Adobe Creative Suite, InDesign applications is preferred

Responsibilities

- Creating awareness and support of WCSWR projects, community relations, campaigns, and special events.
- Develop educational resources to increase public understanding and awareness of domestic violence including infographics, PowerPoint presentations, and more.
- Work within a team to evaluate and improve PowerPoint content, infographics and other materials.
- Assist with the implementation and promotion of WCSWR programs and campaigns, such as She Is Your Neighbour, Hope 4 the Future, and more.
- Create content for communications (social media, web, email newsletters, etc.).
- Plan and coordinate ongoing engagement activities, such as public information sessions and community outreach events.
- Develop, deliver and facilitate domestic violence information sessions to various stakeholders across the region, including corporations, community groups, and the general public.
- Provide training and support to staff as needed.
- Prepare a monthly statistical and summary report of engagement activities and events.
- Contribute to external educational communications (newsletters, newspaper articles etc.).
- Providing on-call support for media relations after hours and during emergency events.
- Actively identifying and exploring partnerships with community partners/organizations to expand the strategic vision.
- Advance the WCSWR brand and reputation within the community.
- Other duties as assigned by the Communications & Fund Development Manager.

Employment Requirements:

- Police Check
- Two Step Tuberculosis Skin Test
- Proof of COVID-19 vaccination

How to Apply

Please submit cover letter and resume to ATTN: Human Resources hr@wcswr.org



Women's Crisis Services of Waterloo Region welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection. We encourage applicant's representative of our diverse community!

Only those applicants selected for an interview will be contacted.