



**LIFE AFTER FIFTY**  
**635 McEwan**  
**Windsor, Ontario N9B 2E9**

**JOB DESCRIPTION - OUTREACH COORDINATOR**  
**Our West End, Neighbourhood Engagement**

**Position:** Outreach Coordinator

**Status:** Contract Part-time

**Reports to:** Director of Programs & Services

**Position Summary:**

The Outreach Coordinator is responsible for the planning, delivery and evaluation of outreach programs for the Our West End Initiative within the guidelines of the United Way-approved work plan. The primary goal within the Our West End initiative is to engage West End residents in activities, priority-setting and decision-making that will have long term impact on their neighbourhoods. In addition, the Outreach Coordinator is responsible to enhance and establish linkages between community groups and agencies throughout the West End community.

**Key Responsibilities**

1. **Responsible for the planning, delivery and evaluation of neighbourhood outreach programs:**
  - a) Plan and execute events determined by the approved work plan
  - b) Develop and foster relationships with residents and community groups
  - c) Assist with the preparation of grant applications, as applicable
  - d) Responsible for programming budget, in collaboration with Director of Programs & Services
  - e) Develop and implement mechanisms to obtain feedback on programs

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- f) Assist in preparation of reports to funders

### **2. Responsible for partnership development:**

- a) Identify and develop relationships with residents and community partners to deliver activities identified by residents
- b) Develop mechanisms to ensure residents are engaged in the initiative and have the opportunity to direct the development of activities
- c) Meet with residents and community partners on a regular basis to ensure positive working relationships and to receive feedback on outreach services

### **3. Responsible for the publicity specifically required to promote outreach services:**

- a) Providing information regarding outreach programs and activities and LAF programs
- b) Development of promotional material as needed
- c) Network with community and share information about activities and services for residents
- d) Contribute to and monitor social media accounts
- e) Maintain website working with the Manager of Communications and Development

### **4. Responsible for supporting student/program volunteers:**

- a) Identify and develop volunteer opportunities within outreach services in collaboration with Volunteer Coordinator
- b) Nurture and support and evaluate volunteers
- c) Provide supervision for students on placement who have been assigned to outreach services

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### **Qualifications**

- Degree/Diploma in social work, social service work, community or recreation programming field, or combination of relevant education and experience
- Experience coordinating development of programs
- Extensive knowledge of community resources
- Demonstrated ability to engage residents/citizens
- Demonstrated ability to develop partnerships
- Ability to lift, reach, bend, push and pull as required by the position
- Excellent oral, written and electronic communication skills
- Flexible work schedule to attend evening and/or weekend meetings or events as required.

### **Conditions of Employment**

- Police clearance required
- Driver's license