

Community Engagement Coordinator

Location: Online/Sarah McDonald's Place

Position Type: 6-8 Month Contract with possible extension (15 hours/week)

Contract Start Date: June 15th 2021

Posting Closing Date: May 24th 2021

About BPT (Black Physicians of Tomorrow)

Black Physicians of Tomorrow (BPT) is a not-for-profit organization that provides African, Black, Caribbean (ABC) Canadian students with the knowledge, tools, resources, and opportunities needed to prepare for and attain a career in the allied health professions.

STEMWorks is a program created by Black Physicians of Tomorrow (BPT) to provide the community with free, accessible services for youth living within the Durham Region. Through this program, students ages 12-19 can gain access to free tutoring support in English, Mathematics, Science courses (STEM subject areas) and participate in hands-on workshops to reinforce concepts learned in the classroom while increasing their exposure to the STEM industry. The STEMWorks Program works in partnerships with educators and other organizations in the community to collaborate on the development and facilitation of Life Skills and other STEM-based workshops to support the personal and professional development of program participants.

Position Overview

Working closely with the Program Coordinator, along with other staff and volunteers; the *Community Engagement Coordinator* will connect and engage with members of the community to foster sustainable relationships/partnerships with key stakeholders. The ideal candidate will coordinate collaborative projects with other organizations, institutions, and/community members to support the sustainability and growth of the organization's programs.

The *Community Engagement Coordinator* is someone who is skilled in leading community outreach activities and enjoys developing engaging events to recruit potential program participants. The *Community Engagement Coordinator* will be responsible for promoting the organization's programs at various events by developing and implementing outreach and recruitment campaigns to market the program to the community.

Key Responsibilities & Duties

- Develop and implement outreach activities and recruitment campaigns to promote program to community members, schools, and other key stakeholders
- Creates an annual outreach plan outlining the scheduling of participant recruitment activities in schools, community outreach events to, recruitment workshops for volunteers within institutions, and
- Ensure marketing communications detailing information about the program (i.e workshops or other events) are maintained and updated with relevant information on all social media platforms (ie. Instagram, Facebook, and Website)
- Develop program surveys and one-on-one interviews with participants to assess participant interest and capacity to engage and participate in available program offerings such as free volunteering services, workshops, community trips, and incentives/awards.
- Support the registration and onboarding of participants to the program at outreach events and during program orientation workshops (i.e. Fall and Winter Program Orientation).
- Cultivate and maintain a strong relationship with key stakeholders, school boards, and other community organizations
- Actively use an anti-Racist and anti-Oppressive lens when working with program staff, volunteers, program participants and their families.
- Partner with relevant community organizations that can offer supportive services addressing the unique challenges and systemic barriers youth participants and their families face.

General involvement:

- Actively participate in team and committee meetings
- Work in collaboration with directors and program coordinator to develop and plan out program development.
- This position will be required to work flexible hours which include evenings and weekends to meet the needs of the youth and program

Qualifications:

- College (diploma) or Undergraduate (degree) in program development, project management or Business , social science, public relations or related educational background
- Minimum 2 years experience in community development
- Knowledge of community agencies, research and needs assessments for program evaluation
- Knowledge on diversity inclusion and equity
- Excellent interpersonal skills and the ability to build strong, collaborative relationships;

- A demonstrated understanding of Afro centric culture and creating culturally safe spaces for clients and staff.
- Excellent communication and interpersonal skills
- Ability to work independently and part of a team
- Demonstrated commitment and knowledge of the community needs
- Strong problem-solving skills
- Enjoys planning and creating events

Other Knowledge and skills required

- Excellent organizational skills and communication
- Have expertise using Microsoft word, excel and PowerPoints
- Demonstrates leadership and works independently
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur
- Self-motivated
- Willingness to learn
- Positive attitude, detail and customer oriented with good multitasking ability

Interested individuals who meet the stated qualifications are invited to apply by sending their resume and cover letter in a PDF for Microsoft Word format to: **Philippa Beaden**, Director of Administration at info@bptcommunity.ca no later than **May 24th at 11:59 pm**. Only applicants selected for a virtual panel interview will be contacted.

If you have any questions regarding the position and/or the application process, please contact: **Philippa Beaden**, info@bptcommunity.ca

In order to effectively provide culturally appropriate support for the ABC youth program participants and their families and to alleviate under-representation of ABC individuals within leadership roles in the community services sector, candidates who have lived experience will be strongly considered.

Black Physicians of Tomorrow is an equal opportunity employer, committed to creating an inclusive, accessible workplace culture that is reflective of the community in which we serve. All Individuals will be considered for employment. Should you require accommodations, please let us know.