



Job Title: Community Outreach Coordinator

Number of Positions: 1

This is a TEMPORARY Student position

Job Description:

- Raising awareness of the organization in the surrounding communities
- Continuing to nurture and build partnerships in the area that will help the organization expand its ministry – representing us at various community organizations.
- Research, creation, planning and execution of community outreach programs
- assisting in recruitment and training of volunteers for the program
- assisting with all required administration tasks of program and safety protocols
- Research grants and available government programs that for which our organization could apply
- Collaborate with team during special events and planning
- Other tasks as requested by leadership

Please note this position will be working closely with our children's program as needed.

WORK:

The work of the Coordinator will be split into three main areas. This work includes Community Engagement, Communications, and working with the Community of Thornhill Baptist Church.

COMMUNITY ENGAGEMENT and OPPORTUNITY RESEARCH

The Coordinator will be the Thornhill Baptist Church representative in the wider community. The coordinator will attend local community association meetings other local organization meetings as the situation permits. He or she will maintain and create new and maintain existing contacts within the local community. This work will include networking with City or related staff who work and support the local community. The purpose of this work is to raise the profile of the organization and to see where the Church can partner or link with the surrounding community.

Please note there is a heavy research component to this position.

COMMUNICATIONS

The Coordinator will work with the rest of the Staff to communicate with the broader community.

To be effective in their role and foundation to their work will be a strong understanding and relationship with Thornhill Baptist Church and its vision for ministry. The Coordinator will be encouraged to attend worship and events to know the congregation, its members and its work. Please note Thornhill Baptist Church is a Christian Community.

QUALIFICATIONS:

Organized, self motivated and able to work independently.

This person has excellent communication skills, both orally and in writing.

Comfortable in new settings and speaking to small and large groups.

Computer skills and a good understanding of new and trending technology

Ability to network interpersonally, socially and online.

Please contact Maria-Jose Faundez at fbchilltopkids@gmail.com with a copy of your resume.