

Position Title: Community Engagement Specialist

Location: Church/ Community

Employment Status: Contract Part Time, 16 months

Reports To: Minister/ HR Committee

Position Purpose:

- Knox Presbyterian Church desires to grow its presence in the community as a relational community hub. It has been intentional about collaborating and partnering with groups and agencies to offer programs and activities which enable connections and relationships to form between people. To expand that community presence, Knox seeks a part-time (20-25 hours per week) Community Engagement Specialist (CES). The CES will help implement and strengthen Knox's communication and engagement strategies, as well as further develop and implement the sustainability plan to deepen our connections and relationships within the communities surrounding Knox. The work of the CES is to align with Knox's strategic direction of Nurture and Innovate as well as our core values (Justice, Compassion, Worship and Music).

Key Responsibilities / Activities:

1. 10% Plan Development

- Take lead on evaluating and strengthening the Community Engagement plan
- Take lead on evaluating and strengthening the Communication plan.
- Help further develop and implement a Sustainability plan.
- Liaise with local College and Universities.

2. 20% Reporting

- Produce Session Reports and AGM Report
 - What has worked, what hasn't worked, challenges, learnings, & what should stop.
 - Monthly meetings with the Minister
 - Grant Writing

3. 70% Community Engagement

- Implement community engagement and communication plans in partnership with community, church and other relevant stakeholders
 - Plan and help seek funding for possible community projects/ events
- Oversee ongoing and new programs/ events
 - Work with current volunteers to recruit new volunteers to implement Engagement plan
 - Supervision of Students when present
 - Creatively engage people surrounding Knox to identify next steps in program development and community partners

Key Competency Requirements:

- Excellent interpersonal and communication skills including social media & website
- Passion for and success in Community Engagement
- Confidentiality of sensitive information and records
- Supervision of students and Grant writing experience as asset
- Excellent time management skills, strong planning, follow up and organizational skills
- Ability to take direction, but able to self-motivate and act with initiative

Accountability:

- To the Session of Knox Church through the Minister and HR Committee

To apply: Email resume and cover letter to office@knoxcalgary.ca by 31 March 2021