

INTERNAL AND EXTERNAL JOB POSTING

Activities Coordinator, Growing Strong Neighbourhoods Program

Short-term contract to August 31, 2025

ISANS is seeking a full-time **Activities Coordinator** for the **Growing Strong Neighbourhoods Program**. Reporting to the Supervisor, Community Integration Services, this position is responsible to:

- Organize and co-facilitate activities and workshops (mainly outdoors) to increase sense of belonging, access to community resources, and opportunities for meaningful contributions (focusing on families, seniors and youth)
- Organize logistics including buying supplies, scheduling speakers and interpreters, providing transportations support, ensuring safety and Covid protocols are followed etc.
- Promote workshops, activities and events and maintain social media presence
- Support gardeners to participate in other community workshops and events
- Strengthen connections between gardeners and other garden projects
- Strengthen connections and referrals between gardeners and other community services and resources
- Organize and help with collective work days
- Support leadership committees and ensure clear communication with gardeners
- Conduct evaluations, writing reports, updating database, etc
- Adhere to ISANS workplace health and safety policies

The ideal candidate for this position will have the following:

- 2 years' experience in a similar position
- Bachelors Degree or Equivalent combination of education and experience will be accepted
- Effective group facilitation skills
- Project delivery and evaluation skills
- Strong organizational skills and experience with logistics
- Strong communication and conflict resolution skills
- Experience with community development
- Understanding of adult education principles
- Experience with social media and promotion of programs
- Networking skills and outreach experience
- Experience working with marginalized populations; experience delivering direct service to immigrants/refugees preferred
- Experience working with the senior population and/or children an asset
- Ability to work outdoors at multiple garden sites
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Short term contract until August 31, 2025
- Full-time 35 hours per week

Commencement Date: ASAP

Closing Date: Tuesday, February 27, 2024

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line. Employee referrals are encouraged.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position. **Please note:** we are not a registered Foreign Worker Employer and we will not be able to provide an Employer Registration Certificate (ERC).

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**