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| Job Title | Comox Community Development Liaison |
| Reports to | Executive Director |
| Date | July 2020 |

Job purpose

We are looking for a dynamic, creative, and experienced professional to join our organization as a Community Liaison Specialist in the Comox Valley Region. This role will support Boys and Girls Clubs of Central Vancouver Island to strengthen our current relationships, as well as build new relationships with other service providers, agencies, funders and the communities. Our ideal candidate will bring skills, experience and passion for collaboration that will help us broaden our partnerships and spark new initiatives. This role reports directly to the Executive Director, who is based in Nanaimo, making this role one of responsibility and independence.

Duties and responsibilities

Dynamic community outreach and relationship building with service providers, agencies, funders and the Comox Valley communities.

- Awareness-raising in the community regarding Boys and Girls Clubs of Central Vancouver Island programs and services and by doing so help to raise public awareness on issues relevant to the community.
- Identification of opportunities, including community issues and needs, for new partnerships around service delivery.
- Build links with other groups and agencies and be the representation of the agency at collaborative tables in the community.
- Report on monthly activities and statistics
- Provide information, as necessary, for development of funding proposals and reports
- Through engaging with the community, support the growth of the youth focused programs offered by BGCCVI in the area.
- Supervision of the current youth program staff to ensure delivery of high-quality programming and expansion of programs.

Qualifications

Education

- 1-year Post-Secondary education relevant to the Childcare, Social Services, Community Development, and/or Business field preferred.



Experience

- 1 year in a relevant area, such as parenting programs and or childcare and youth work.

Knowledge, skills and abilities

- Skilled in communicating dynamically in individual and group settings
- Comfortable being in the community to build partnerships and relationships
- Independent worker comfortable with remote supervision
- Deep connection to the Comox Valley region
- Outstanding interpersonal and communication skills, including written, public speaking and presentation skills
- Ability to create rapport with communities, partner organization, clients, volunteers, and colleagues
- Passionate about building capacity and collaboration in communities
- Experience in sourcing and securing new funding and external stakeholder management
- Research and report writing skills

Working conditions

- Multiple concurrent deadlines, some travel to multiple club locations

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| Approved by: | SLT |
| Date approved: | July, 2020 |
| Reviewed: | HR Director |