



Term Position - Community Engagement Coordinator / Administrative Assistant

The Community Engagement Coordinator provides opportunities for neighbours to connect with one another and show their pride in Portage la Prairie. Through coordination of neighbourhood activities, and beautification efforts, the coordinator will help increase residents' feelings of belonging, safety and community pride.

Full-time term position at 37.5 hours / week at \$17/hour. The schedule is flexible and requires some evenings and weekends.

Key Responsibilities:

Community Engagement

- Coordinate monthly “connecting community” activities for all ages in targeted neighbourhoods.
- Coordinate and promote the annual Beautification Days, engaging residents and businesses in clean-up and beautification projects.
- Coordinate the Graffiti Removal Program, including the supervision of summer staff.
- Provide opportunities for youth to participate, including coordinating a youth mentorship pilot project.
- Assist in PCRC’s communications plan including creation of newsletters, radio promotions and social media strategy
- Basic administrative duties, including: filing, bill management and accounts payable, scheduling

Reception

- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet visitors in a professional and friendly manner

Assist with financial management

- Complete banking deposits and transfers as required
- Back-up electronic files using established procedures
- Ensure financial files are maintained according to established procedures

Office Administration

- Provide administrative support to all staff
- Use software to prepare reports, memos, and documents
- Purchase, receive and manage office supplies ensuring that sufficient supplies are available
- Ensure submission of timesheets to payroll processing organization
- Update and ensure the accuracy of PCRC’s contact lists and membership/network database
- Coordinate the maintenance of office equipment



Community Engagement Coordinator

- Process Home Beautification applications, according to established procedures
- Update the PCRC website with current information
- Track sick time, vacation time and banked time for all staff
- Track media articles and create a quarterly communications report
- Prepare and send outgoing mail, and receive and distribute incoming mail
- Coordinate and send a monthly electronic PCRC newsletter

Provide Board support

- Working with the Executive Director, prepare and distribute Board packages
- Draft minutes of Board meetings for review by the Executive Director and distribute to Board
- Track Board RSVPs and attendance
- Update the Board website with current information
- Update and maintain the Portage Resource Guide (online)

Other duties to support implementation of the work plan as assigned by the Executive Director.

Qualifications

- Minimum high school diploma. Post secondary education preferred.
- Experience with Administrative duties as outlined
- Excellent communication skills and ability to work with people from all backgrounds
- Experience planning events and working with volunteers
- Experience using WordPress and Weebly
- Experience in Social Media Marketing
- Skilled in using Microsoft Office software programs including Word, Excel, PowerPoint and Publisher
- Excellent organizational skills and attention to detail
- Acceptable criminal record check and child abuse record check.
- Knowledge of Indigenous culture is an asset
- Preference given to residents of Portage la Prairie who show strong community pride!

Please submit a resume and cover letter referencing job by **Friday, November 30, 2018** to:

v.espey@portagecrc.com

or

B-56 Royal Road North, Portage la Prairie, MB R1N 1V1

Contact (204) 240-7272 for more information.