



## Job Description

### Position: Coordinator, Community Initiatives

**Reports to:** National Director, Community Services Recovery Fund (CSRF)

**Language Requirement:** Bilingual (English and French) - Imperative

**Hiring Salary Range:** \$50,000 - \$55,000, commensurate with experience

**Job Status:** Term (1-year contract), Full time

**Posting Date:** August 5, 2022

**Reply Deadline:** August 25, 2022

### Job Profile

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The role of Coordinator, Community Initiatives is to provide project management, cross organizational coordination, and administrative support to United Way Centraide Canada's (UWCC) community impact.

This position also balances many different relationships and tasks, focusing on coordination of project activities and tasks, project design and planning and engagement of a variety of stakeholders.

### Duties and Responsibilities

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Under the supervision of the National Director, CSRF, the duties and responsibilities of the Coordinator, Community Initiatives include, but are not limited to, the following:

#### Activities

- Coordinates and manages activities required for the successful implementation of national funding programs
- Recruits, trains, supports, and recognizes volunteers
- Coordinates volunteer committees including coordination of meetings and materials
- Coordinates project meetings, workshops and capacity building programs including scheduling, registration, development of meeting materials, communications, and meeting notes and evaluation
- Monitors and coordinates the communication of events, workshops, and capacity building programs available to UWCs, through various UWCC communication channels
- Maintains and updates a comprehensive project workplan and timeline for assigned initiatives and works cross functionally to identify gaps and resolve challenges
- Ensures project progress is documented, activities delegated to the appropriate UWCC staff member, and monitored to ensure timely achievement of deliverables
- Supports delivery of reporting requirements to funders including compiling narratives, presenting data, working with Marketing on materials and supporting delivery of the Learning and Evaluation Framework.

### **Accountabilities**

- Strategic oversight: Responsible for implementing strategies and tactics. Project and individual performance.
- Strategic Planning: Participates in implementing strategies and tactics. Drafts, executes, and reports on project plans.
- Financial budget: Executes approved budgets.
- Governance: Committee support as assigned.

### **Supervisory Responsibilities**

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N/A

### **Minimum Requirements**

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The coordinator will possess the following qualifications:

#### **Education**

- Minimum of a college diploma in non-profit administration, business, community development or a related field

#### **Experience**

- Minimum of 3 years' experience in a program coordination or project management role

#### **Skills / Knowledge**

- Demonstrated experience with project management and program coordination at a professional or administrative level
- Experience in relationships building, collaboration and problem solving
- Superior verbal and written communication skills in both official languages required
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint), meeting software and survey instruments
- Ability to effectively manage competing priorities to meet deadlines
- Demonstrate sound judgment, tact, ethics, and integrity in handling confidential matters
- Strong organizational and analytical skills to synthesize information
- Experience working in a not-for-profit / charitable sector organization is an asset
- Must pass a criminal background check
- Flexibility to work evenings and weekends as necessary, as well as to travel

### **Key Relationships**

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This position interfaces with internal and external contacts:

- Internal: UWCC Staff and volunteers
- External: Local United Ways / Centraides, related organizations & other external parties as required

### **Location**

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- This position is located in UWCC's national office in Ottawa, with expectation for hybrid work model (remote work may be possible)
- Work normal business hours but may be required to do some work in the evenings and weekends outside normal working hours

### **Diversity, Equity, and Inclusion**

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United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

### **How to apply**

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Please send your **cover letter along with your resume** in confidence to:  
[careers@unitedway.ca](mailto:careers@unitedway.ca)

We thank everyone for applying; however, only qualified candidates will be contacted.