



Job Description

Title: Community Liaison Coordinator

Working Relationships

Reports To: Director of Community Investment
Board Committee(s): N/A
Collaborates with: Community Investment Project Coordinator, Program Navigator, Fund Development, Communications, and Finance teams

Position Summary

The Community Liaison Coordinator supports implementing the community investment strategy, with emphasis on community relationships to enable strong partner and grantee relations. This position supports the entire Community Investment portfolio which covers Vancouver Island and the surrounding islands.

Responsibilities

- Act as the delegated liaison for community partners and funded programs, including Island Health and other partners.
- Monitor funding commitments throughout the year and ensures good stewardship of funds through ongoing data collection, analysis, reporting, and evaluation.
- Build relationships with community partners and key stakeholders through participation in and representation at key community (public) tables, health networks and collaborative initiatives
- Develop pipeline of eligible grant recipients and manage communications of the granting process.
- Support the evaluation of proposals for funding to determine if proposals meet community investment criteria
- Support to the day-to-day grant administration process, including departmental budget tracking, database maintenance, and departmental procedure maintenance
- Support community investment event coordination and execution (virtual and in person)
- Work collaboratively with the Community Investment team to ensure adequate coverage on all departmental responsibilities.
- Other special projects that may arise as assigned

Core Competencies

- Communication (*Clear verbal & written communication/Effective listening*)

- Interpersonal skills (*Social sensitivity/Approachability/Building and maintaining relationships*)
- Teamwork (*Sharing information freely/Asking for help/Flexibility to pitch in*)
- Open-mindedness (*Open to others' ways of approaching situations/Works with shared agendas*)
- Accountability (*Follows through on responsibilities and commitments/Reliable and dependent*)
- Confidentiality (*Maintains details appropriately/Shares sensitive information with appropriate parties*)
- Creative Thinking (*Sees opportunities for new ways of working/Brings a fresh perspective and identifies unorthodox approaches to situations*)
- Daring (*Comfortable taking risks and trying new things/Being a self-starter and initiating activities/Challenges the status quo*)

Required Skills & Experience

- Strong inter-personal skills
- A high level of organizational ability, attention to detail, and ability to manage tight timelines independently
- Strong written and oral communication skills
- Solid knowledge of Microsoft Office programs (Word, Excel, and PowerPoint) and web-based platforms including Survey Monkey, Eventbrite, and Doodle Poll
- Demonstrated ability to foster and support relationships with external stakeholders
- Demonstrated experience working within community and/or with key stakeholders required
- Minimum two years' experience liaising with the health care and/or social service sector
- Previous experience with a not-for-profit organization and/or fundraising and granting experience an asset
- Strong written and presentation communication skills coupled with well-developed active listening skills
- A high level of organizational ability, attention to detail, and ability to manage tight timelines

Qualifications & Education

- Post-secondary education in a human services field or equivalent experience
- Event management experience an asset

Working Conditions

- 7.5 hr workday / 37.5 hr work week
- Evening and weekend work required at times for events and other activities
- Valid Class 5 Driver's licence and access to a vehicle to travel to occasional site visits and events across Vancouver Island and surrounding islands

Please forward your cover letter and résumé to Anita Brassard, Director of Community Investment, at anita.brassard@islandkidsfirst.com. The application deadline is September 16, 2020. We thank all applicants for their interest, however only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at www.islandkidsfirst.com.