



Job Description

Position title: Community Liaison Coordinator

Reports to: Director of Community Investment

Location: Office at 345 Wale Road, Victoria or remote home-based on Vancouver Island

Term: Full time, 13-month contract (maternity leave) beginning February 1, 2021

Hours of work: Monday-Friday, 37.5 hours/week with occasional evening and weekend work

About us:

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of disability or health challenges. For more than 90 years the foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges. Kids may only make up 21% of our Island's population, but they are 100% of our future.

Who we're looking for:

The ***Community Liaison Coordinator*** supports community investment across Vancouver Island and surrounding areas, focusing on building strong relationships with partners and grantees. We're looking for someone with a high level of organizational ability, exceptional communication skills, and experience liaising in the health care or social service sector. You'll thrive in this role if you're an outside-the-box thinker with a passion for building relationships and helping others.

Why join us?

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program. If you enjoy exploring Vancouver Island and meeting new people, this position includes occasional travel to sites and events across the Island and surrounding areas. In this role, you'll have the benefit of working from home while being part of a caring and compassionate team working together to support Island families.

Duties and responsibilities:

- Act as the delegated liaison for community partners and funded programs, including Island Health
- 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 a 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 as assigned

Required education, skills, and experience:

- Post-secondary education in a human services field or equivalent experience
- Minimum two years' experience liaising with the health care and/or social service sector
- Demonstrated ability to foster and support relationships with external stakeholders
- Demonstrated experience working within community and/or with key stakeholders
- Valid Class 5 Driver's Licence and personal vehicle for occasional travel
- Strong interpersonal 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
- Strong written and presentation communication skills coupled with well-developed active listening skills
- Previous experience with a not-for-profit organization and/or fundraising and granting experience is an asset
- Event management experience is an asset

Application information:

If this position sounds like a great fit for you, please email your cover letter, resume, and two professional references to careers@islandkidsfirst.com with "*Community Liaison*"

Coordinator” in the subject line. The application deadline is 12pm on Wednesday, December 2, 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.