

JOB TITLE: Community Connector  
REPORTS TO: Communications & Marketing Coordinator  
RATE OF PAY: \$16.00 per hour

#### SUMMARY:

The Community Connector will support a warm and welcoming environment that is the first point of contact for Childreach participants on Saturdays from 9am to 2pm. The Community Connector will be the information liaison for the participants and simplify referrals to programs and services. This is a part-time position with up to 5 hours per week.

#### RESPONSIBILITIES:

- ◆ Responsible for main reception/resource area including greeting and providing seamless community connections to appropriate programs and services.
- ◆ Work alongside families to refer to the programs and services that are of interest and importance to their lives.
- ◆ Answer all incoming phone calls while providing service information as needed.
- ◆ Ensure the smooth operation of transitioning programs and services within the centre.
- ◆ Collect, input and maintain attendance and statistical data for reporting purposes.
- ◆ Support site tours for community members and service providers as needed.
- ◆ Maintain the information board of programs and services offered at Childreach.
- ◆ Participate in Family Centre System-wide Community Connector team meetings, online forum, and professional development opportunities.
- ◆ Assist with Childreach social media channels.
- ◆ Maintain communication through the general Childreach email address.
- ◆ Post family education programs online and process registrations.
- ◆ Attend to other duties as requested.

#### QUALIFICATIONS:

- ◆ Currently working on a Post-Secondary Diploma or Degree from an accredited college or university in a field related to Communications, ECE, or Family and Community Services is recommended.
- ◆ Fluent in English. Second language an asset. Preference for French.
- ◆ Experience providing information and referrals to families.
- ◆ Ability to multi task.
- ◆ Ability to work collaboratively with others.
- ◆ Excellent written and verbal communication skills.
- ◆ Friendly, outgoing, professional.
- ◆ Independent and self-motivated.
- ◆ Able to relate to people from different social and cultural backgrounds.
- ◆ Strong computer skills including word processing, publishing, spreadsheets and databases
- ◆ Ability to work in a networked environment, competency with Microsoft Office programs
- ◆ Experience with website management and social media.
- ◆ First Aid & CPR Training
- ◆ Successful Police Vulnerable Sector Check.

Childreach welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Send cover letter and resume by email to [hr@childreach.on.ca](mailto:hr@childreach.on.ca) or mail to Childreach, 265 Maitland St., London, ON, N6B 2Y3 by Friday, March 15, 2019.