



**TITLE:** Community Engagement Coordinator  
**POSITION STATUS:** 0.6 – 0.8 FTE  
**REPORTS TO:** Executive Director  
**SALARY:** \$31,200 - \$47,200 (\$52,000 - \$59,000 1.0 FTE)  
**POSTING DATE:** February 2, 2021  
**CLOSING DATE:** March 5, 2021  
**TARGET START DATE:** May 3, 2021

### **ORGANIZATIONAL OVERVIEW**

The Edmonton Heritage Council (EHC) is a not-for-profit organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

### **POSITION SUMMARY**

Are you an enthusiastic, sincere person who knows how to engage and bring people together? The EHC is currently recruiting for a Community Engagement Coordinator. This role serves at the creative intersections of the heritage sector; Edmonton's diverse communities and neighbourhoods; and EHC's programs and services. The Community Engagement Coordinator will support EHC in its important mission (noted above) and help advance our current priorities, detailed in [Connections & Exchanges: A 10 Year Plan to Transform Arts & Heritage in Edmonton](#):

- Conditions are in place to remove barriers for all Edmontonians to participate in heritage experiences.
- Edmonton's neighborhoods have meaningful and relevant opportunities for heritage participation and engagement.
- Edmontonians have a sense of belonging and connectedness to the people, places, and stories of their city.
- Edmonton's heritage sector, organizations, and individuals, are innovative and economically resilient.

### **KEY RESPONSIBILITIES AND DUTIES**

#### **Community Outreach & Engagement:**

- Support citizen awareness and active engagement on Edmonton's shared heritage, through EHC's strategic goals, aligned with the aims of the 10-year plan for arts and heritage, *Connections & Exchanges*.
- Raise awareness about EHC programs & services and connect Edmontonians to these opportunities through meetings, networking, and social media.
- Help enhance EHC's member relations, through the development of the Edmonton Heritage Network in support of our heritage sector and generally in the community.
- Work with EHC's Program and Communications staff in developing services and messages that connect broadly in the community.
- Support increased collaboration between the community and heritage professionals and organizations to advance EHC's strategic priorities.
- Help explore and develop new and existing relationships to enhance and increase representation of Edmonton's diversity in the heritage sector.

**Programs & Services Integration:**

- Help identify and advance opportunities for EHC program and project development.
- Support the integration and coordination of current services to better serve the community and advance EHC's strategic priorities.
- Work with EHC Program staff to support community organizations and individuals in accessing EHC services and programs.
- Work with EHC Operations staff to support membership management and data-driven program development.
- Evaluate and respond to feedback in project and program design to ensure it continues to meet community heritage needs.
- Assist in brokering partnerships with external agencies, organizations, and individuals interested in working collaboratively with EHC.

**Administration:**

- Help develop EHC's database to track outreach activities and community needs to better understand their impact on program goals.
- Participate in related measurement and evaluation of EHC's programs, such as Heritage Community Investment Program, Edmonton City as Museum Project, and Indigenous Initiatives.
- Assist in optimizing EHC's membership renewal process.
- Complete all required reports and administrative processes.

**QUALIFICATIONS**

- Demonstrated experience and success in working with communities in program support, community development, and/or outreach.
- Familiarity with and understanding of issues facing minority communities and equity-seeking groups.
- Experience developing cultural and heritage-based programs that support community-driven heritage work.
- Knowledge and understanding of the Truth and Reconciliation Commission of Canada, its history, Calls to Action, and work underway in response.
- Coursework in a relevant field of study, or equivalent combination of education and experience preferred.
- Strong communication skills, both written and oral.
- Project Management experience with meticulous attention to detail, process, and documentation.
- Excellent time management skills.
- Ability to learn and adhere to established processes, as well as develop new processes as required.
- Familiarity with Microsoft Office Applications (Windows and Mac OS).
- Working experience with database systems preferred (i.e. CRM systems).

**Work Environment**

EHC has moved to a hybrid operational model through the COVID 19 pandemic, with a balanced work-from-home and office schedule, to be retained in the future. There is regular contact with stakeholders and the public through digital platforms, and on occasion at the EHC office and around Edmonton. This position will involve occasional evening and weekend work.



### **Physical Requirements**

There are minimal physical requirements such as infrequent setting up of table and chairs for meetings, moving boxes of meeting-related items in and out of vehicles, and traveling off-site to other locations.

Interested candidates, please email resume and cover letter as a single PDF attachment by 4:00 PM on Friday, March 5 to:

Mary Schuurman, Operations Manager  
Email: [mschuurman@edmontonheritage.ca](mailto:mschuurman@edmontonheritage.ca)

**As an equal opportunity employer, EHC is committed to inclusion and welcomes applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**