



JOB POSTING  
PERMANENT, FULL-TIME

**POSITION:** Family & Community Support Coordinator

**PROGRAM:** Better Beginnings Waterloo

Better Beginnings is an innovative, research based, community driven primary prevention initiative that promotes healthy child, family and community development in economically disadvantaged communities.

Better Beginnings Waterloo is a school based primary prevention project that provides social, emotional and academic support to children age 4 to 8 and their families. Parent, school and community involvement are vital aspects of the project.

This position will plan, implement, coordinate and facilitate community based support programs and services for families and children through the Better Beginnings project in North Waterloo.

**GENERAL RESPONSIBILITIES:**

1. To work collaboratively as a member of the Better Beginnings staff team to develop, oversee and facilitate Better Beginnings programs and services for families and children across the North Waterloo network of five schools and neighbourhoods, engaging broad community participation in leadership, programs and evaluation, with accountability to the Better Beginnings Steering Team.
2. To work with the Project Coordinator in establishing and maintaining collaborative relationships and partnerships with community agencies and community groups for the Better Beginnings family support programs and services.
3. To recruit, screen, train, and provide direction and support to volunteers and support the learning of placement students involved with Better Beginnings family support programs and services.
4. To be responsible for administrative tasks related to the Better Beginnings family support programs and services.
5. To work in a safe and healthy manner
6. House of Friendship organization responsibilities

**QUALIFICATIONS:**

1. University degree or college diploma in social services required
2. Education/training and/or experience in community development
3. Experience and a strong interest in working with diverse populations including people from various cultural backgrounds and income levels, and sensitivity to their needs
4. Proven organizational skills and ability to work under pressure and manage multiple tasks and deadlines
5. Excellent communication and interpersonal skills, group facilitation skills, and a team player
6. Understanding of and preferably experience in volunteer recruitment and management
7. Good knowledge of community resources
8. Ability to work independently with minimal supervision
9. Willingness and availability to work one or two evenings a week and occasional weekends
10. Experience working within a non-profit and/or social services environment preferred
11. Computer skills – primarily MS Office, MS Word, Excel
12. Current First Aid certification or willingness to obtain
13. Valid G class driver's license and access to a personal vehicle
14. Must provide a Police Records Check for service with the Vulnerable Sector
15. Commitment to understand and uphold the mission and values of House of Friendship and the Better Beginnings vision is expected.
16. In-depth knowledge of the North Waterloo community through experience living in the area is beneficial

**POSITION DETAILS:**

- 37.5 hours per week until December 31, 2018
- Working hours will primarily be daytime hours Monday to Friday, some evening hours on a regular weekly basis and occasional weekend hours

**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

humanresources@houseoffriendship.org

**APPLICATION CLOSING DATE:** **March 26, 2017**

**POSITION START DATE:** **As Soon As Possible**

We thank all applicants. Only those selected for an interview will be contacted