



Lake Trail Neighbourhood Connections

Community School Coordinator- Job Posting

Lake Trail Neighbourhood Connections & Lake Trail Community Middle School

Hours: 30 hours/week (This position is based on annual averaging of hours)

Wage: \$21.00/hour (starting wage)

General:

Lake Trail Neighbourhood Connections (LTNC) in partnership with Lake Trail Community Middle School is seeking a Community School Coordinator. This is an exciting opportunity for a hands-on and motivated leader in the fields of non-profit management and community education. Reporting to the LTNC Board of Directors and the school principal, the Community School Coordinator is responsible for the implementation, integration, alignment and coordination of the community school strategy at the site level. The Community School Coordinator, while employed by the LTNC, is also accountable to the school principal and is therefore expected to plan and align all programs, services and opportunities collaboratively.

Goals:

- To develop, with the board and the school administration, a shared vision of the future of the organization within the bounds of its mission, board policy and strategic plans
- To establish, with board and school administration, operational objectives that support the strategic plans
- To provide leadership to the Community School Society and school staff in managing efficiently and effectively all the community programs and services provided by the organization
- To ensure that the fiscal management of the organization is on a sound basis and, with the Board, to develop and implement appropriate fund-raising and long-term financial strategies that benefit both the Community School Society and the community school
- To ensure that the day to day operations of the organization are efficient and effective
- To become familiar with the social and economic structure of the community, and to identify community needs and interests in order to facilitate the development and implementation of programs, services and activities to meet these needs
- To recruit and coordinate the activities of individuals and organizations willing to offer programs and services at the school to meet the need of student, families, and community members.

Required Skills:

- Ability to establish and maintain effective working relationships with all administration, staff, students, outside agencies, and the community exercising excellent interpersonal and communication skills.



Lake Trail Neighbourhood Connections

- Ability to work independently with minimal on-site supervision demonstrating sound judgment and decision making skills to ensure quality of work meets expected standards.
- Ability to prioritize multiple demands.
- Ability to plan and organize the activities of volunteers and to train, supervise and motivate them (when applicable).
- Flexibility in the work day is necessary to perform the required duties and responsibilities.
- Availability to start immediately.

Desirable Qualifications:

- Applicable post-secondary education in not-for-profit management, public administration, education or social sciences, and successful work experience in several of the following areas: adult education, community development, community education, recreation, social work, teaching, youth leadership
- Demonstrated ability in financial management, including experience preparing and overseeing budgets, financial operations and grant submissions
- 3 years experience leading a community based non-profit agency or equivalent
- Project Management experience
- Demonstrated competence in the selection, placement, supervision and evaluation of facilitators and volunteers
- Experience in initiating, planning, implementing and evaluating programs and services
- Proficiency working with MS Office
- Excellent written communication skills, including expertise in proposal writing
- Proven ability to create successful fundraising partnerships
- Excellent interpersonal skills and the ability to communicate effectively with all stakeholders, including funders, business leaders, the media and members of the general public
- Demonstrated ability to work cooperatively with volunteers, boards and committees, local citizens and organizations, and professionals and public service agencies
- Knowledge of the British Columbia school curriculum and teaching methodologies is an asset
- Must possess and maintain a valid driver's license
- A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required

Qualified applicants are invited to: email a resume, a brief cover letter and 3 work related (supervisor) references no later than Thursday, May 16, 2019 to laketraillvision@gmail.com; or submit them in person to Lake Trail Middle School, Monday to Friday between 8:30am – 2:30pm.