

Community Hub Development Coordinator

Position Overview:

As the Community Hub Development Coordinator at Kirk Centre, you will play a vital role in advancing the non-profit mission, values, and goals. Working closely with the Executive Director (ED), you will help ensure the efficient operation of the centre. Kirk Centre is a respected non-profit organization dedicated to fostering community connections and growth. This role supports the ED and serves as a critical liaison within the organization and with external stakeholders.

Skills and Experience Development:

- Gain experience in non-profit operations, building management, and security systems.
- Learn the basics of non-profit budgeting and effective resource allocation.
- Acquire skills in operating and maintaining audiovisual (AV) systems.
- Manage relationships with diverse local groups, fostering inclusivity and community growth.
- Refine communication skills for online, email, phone, and in-person interactions.
- Build proficiency in calendar/booking management and event planning.
- Develop interpersonal skills to engage volunteers, tenants, board members, and staff effectively.
- Improve time management and adaptability in dynamic environments.
- Participate in grant writing processes and funding applications.
- Enhance skills in Canva, Google Docs, Sheets, website development, social media, and online marketing.
- Understand the roles and processes of a non-profit Board of Directors.

Key Responsibilities:

Administrative and Communication Support:

- Act as the main point of contact for managing communication, handling calls, messages, and correspondence.
- Provide support for calendar management, document preparation, and information dissemination.
- Conduct research, draft letters, prepare documents, and manage sensitive information.

Event Planning and Management:

- Collaborate to plan and execute community-focused events aligned with Kirk Centre's mission.
- Handle logistics such as venues, decor, invitations, and catering while adhering to timelines.
- Represent Kirk Centre at events, building relationships with attendees and stakeholders.

Fund Development Support:

- Assist with grant proposals, document preparation, and submission to donors and partners.
- Manage a development calendar, coordinating deadlines for grants and fundraising activities.
- Support fundraising events, handling venues and logistics to ensure donor satisfaction.

Digital and Community Engagement:

- Update the website and manage social media channels to promote Kirk Centre's impact.
- Build relationships with community members, clients, and funders, demonstrating professionalism.
- Attend Board of Directors meetings, take notes, and follow up on assigned tasks.

Other Duties:

- Run errands, represent the ED at meetings, and perform tasks that support Kirk Centre's mission.

Preferred Qualities and Skills:

- **Organizational Excellence:** Strong attention to detail, multitasking, and independent work capability.
- **Professionalism and Communication:** Outstanding interpersonal and written/verbal communication skills.
- **Adaptability and Proactiveness:** Creative problem-solver with forward-thinking abilities.
- **Technological Competency:** Proficiency in general computer applications, social media platforms, and internet use.

About Kirk Centre:

Kirk Centre provides a welcoming environment valuing diversity and inclusion, offering affordable, safe spaces for all religious denominations, ethnicities, gender identities, and orientations. We support community-driven programming by listening to community needs and partnering with organizations that deliver relevant services. Repurposing a United Church of Canada building, Kirk Centre has become a vibrant hub for local non-profits and small businesses. Learn more at kirkcentre.ca.