

## **Job Description: Community Hub Development Coordinator**

### **Position Overview:**

As the Community Hub Development Coordinator at Kirk Centre, you will play a key role in supporting the non-profit mission, values and goals and working closely with the Executive Director (ED) and ensuring efficient operations of the entire centre. Kirk Centre is a respected non-profit organization, deeply committed to fostering community connections and growth. Your role will help advance our mission by providing high-level support to the ED and acting as a critical liaison within the organization and with external stakeholders.

### **Skills and Experience Development**

- Gaining experience in non-profit operations and building management.
- Developing knowledge of security systems and requirements.
- Understanding the basics of non-profit budgeting and effective resource allocation.
- Acquiring skills to operate and maintain audiovisual (AV) systems.
- Learning to manage a non-profit that serves diverse local groups, fostering community relationships and promoting inclusivity.
- Supporting and enhancing community connections and programming initiatives.
- Refining communication skills across various platforms, including online, email, phone, and in-person interactions.
- Building proficiency in calendar and booking management.
- Strengthening teamwork and collaboration abilities.
- Gaining hands-on experience in event planning, preparation, and management.
- Developing interpersonal skills to effectively engage with volunteers, community members, partner tenants, board members, and staff.
- Improving time management and adaptability in dynamic environments.
- Participating in grant writing processes and gaining insight into funding applications.
- Enhancing proficiency with tools such as Canva, Google Docs, and Google Sheets.
- Acquiring skills in website development, social media management, and online marketing strategies.
- Understanding the roles and processes of a non-profit Board of Directors.

### **Key Responsibilities:**

#### **Administrative and Communication Support:**

- Serve as a point of contact for managing communication channels, receiving calls, taking messages, and responding to or redirecting correspondence.
- Provide comprehensive support, including calendar management, document preparation, and information dissemination.
- Conducting research, drafting letters and documents, collecting and analyzing information, and handling other administrative tasks.
- Transcribe, format, input, edit, and transmit documents, data, and graphics as needed.
- Maintain confidentiality and safeguard sensitive information at all times.

#### **Event Planning and Management:**

- Work in a team to plan and execute community-focused events and programs, ensuring all elements align with Kirk Centre's mission.
- Coordinate logistics such as venue, decor, invitations, and catering, while maintaining event timelines and deadlines.
- Represent Kirk Centre at events as needed, building relationships with attendees, partners, and stakeholders.

### **Fund Development Support:**

- Support fund development efforts by assisting with grant proposal preparation, document management, and timely submission of materials to donors and partners.
- Manage a development calendar and coordinate deadlines for grant submissions and fundraising activities.
- Assist in planning and executing fundraising events, from securing venues to coordinating details that create a memorable experience for donors.

### **Digital and Community Engagement:**

- Assist with website updates and manage social media channels to promote Kirk Centre's mission, values, and community impact.
- Build and maintain relationships with community members, clients, funders, and visitors, exemplifying professionalism and a welcoming demeanor.
- Attend Board of Directors meetings, taking notes and handling follow-up actions as required.

### **Other Duties as Assigned:**

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

### **Preferred Qualities and Skills:**

- **Organizational Excellence:** Impeccable organizational skills, attention to detail, and the ability to work efficiently both independently and as part of a team.
- **Professionalism and Communication:** Exceptional interpersonal skills, a customer service orientation, and strong written and verbal communication.
- **Adaptability and Proactiveness:** Intuitive, forward-thinking, and able to think creatively to solve problems and support the ED.
- **Technological Competency:** Proficiency with general computer applications and internet use, including knowledge of social media platforms.

### **About Kirk Centre:**

Kirk Centre is dedicated to creating a welcoming environment that values diversity and inclusion, providing affordable and safe spaces for all religious denominations, ethnicities, gender identities, and orientations. We support a broad range of community-driven programming by actively listening to community needs and partnering with organizations that bring relevant services and initiatives. Through repurposing a United Church of Canada building, we have created a multi use space that is now a vibrant hub for local non-profits and small businesses. Learn more at [kirkcentre.ca](http://kirkcentre.ca).