

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT – URBAN RENEWAL - LOCATION 28 JAMES ST. N., 5th FLOOR)

COMMUNITY ENGAGEMENT COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Project Manager, Immigration Partnership, works with the Hamilton Immigration Partnership Council (HIPC) partners to coordinate priority refugee focused outreach project(s) to improve access to services and opportunities as identified through recommendations made by the Mayor's Advisory Committee on Syrian Newcomers and other relevant local research. Updates HIPC Twitter account (@HipcHamilton), manages website (<http://www.hamiltonimmigration.ca>), distribution of monthly newsletter, and organizes community events to engage local neighbourhoods, partners and community.

GENERAL DUTIES

Works with HIPC partners to coordinate priority refugee focused outreach project(s) to improve access to services and opportunities as identified through recommendations made by the Mayor's Advisory Committee on Syrian Newcomers and other relevant local research.

Updates HIPC Twitter account (@HipcHamilton), updates website (<http://www.hamiltonimmigration.ca>), distribution of monthly newsletter, and organizes community events to engage local neighbourhoods, partners and community.

Consolidates updates from HIPC project teams and committees for distribution/dissemination; record meeting action items and distribute as required.

Develops communications materials for web and print including flyers, factsheets and signage, infographics for communications as needed, consistent with organizational communication standards.

Identifies and produces content for storytelling purposes.

Attends program events on an ongoing basis to collect photos and video footage to help with storytelling.

Coordinates and maintains a library of graphics and photos; files existing communications collateral.

Employs graphic design tools to provide assistance to staff producing program and event flyers.

Supports coordination of HIPC special projects and engage local neighbourhoods, partners and community.

Conducts outreach at local HIPC partner and community events.

Maintains HIPC partner and community distribution lists.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. College Diploma in social services, communications, public relations, journalism, marketing or an acceptable/equivalent combination of relevant education and experience. A relevant Bachelor's degree or Masters would be an asset.
2. Experience maintaining and updating websites, managing social media platforms (Twitter), writing for a web audience and editing articles/newsletters for external and internal publication/distribution.
3. Strong knowledge of strengths and assets of immigrants and refugees.
4. Experience working with diverse community groups including not for profit agencies, various levels of government, ethno-cultural and faith-based communities, volunteer-based organizations.
5. Computer knowledge and proficiency in Word, Excel and PowerPoint. Experience in Photoshop and InDesign an asset.
6. Lived experience as a newcomer, immigrant or refugee is an asset.