

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION - BUSINESS PROGRAMS SECTION - LOCATION – 77 JAMES ST N 4th FLOOR)

COMMUNITY LIAISON CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager of Community Outreach, the Community Liaison Co-ordinator is responsible for the development, implementation and coordination of the Divisions' volunteer programs, donor and sponsorship initiatives, and grant funding opportunities.

GENERAL DUTIES

Administer and support Divisional sponsorship and volunteer initiatives including but not limited to the Hamilton in Bloom Traffic Island Beautification Program, Trillium Awards, and Volunteer Cleanup Programs in the Division.

Research, develop and implement annual Divisional funding strategies, campaigns, and programs including sponsorship, fundraising and grants to implement and enhance revenue streams and expenditure offsets for Divisional programs; Perform data analysis related to activities and determining their effectiveness.

Establish and maintain effective working relationships with various internal and external stakeholders to implement donor/sponsor and volunteer strategies through various formats including writing funding requests, making public appearances and presentations directed at soliciting funding at the individual, corporate and community level.

Develop, schedule and conduct volunteer training sessions and workshops. Prepare orientation and training materials.

Provide program representation and support to program participants and coordinators at times and locations convenient to the programs.

Assist in the preparation and printing of donor, sponsorship and volunteer promotion and education materials.

Investigate appropriate federal, provincial, and other subsidies and grants; and complete applications to obtain funding for City initiatives.

Assist with planning and monitoring volunteer program budgets, donor/sponsorship funds and grant revenues.

Establish, monitor and maintain volunteer program and donor/sponsorship agreements.

Maintain a database of all groups that have participated in Divisional volunteer cleanup activities and prepare associated reports as required.

Lead the preparation, presentation and operation of volunteer and donor/sponsorship community and recognition events.

Represent Sections on applicable committees, such as Keep Hamilton Clean and Green, Special Events Advisory Team and the Trillium Awards Executive Committee; ensuring availability based on schedules convenient to the committees and stakeholders.

Create and monitor KPI and performance measures related to the core job functions.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Completion of a college diploma and/or university degree in Public Relations, Volunteer Management or a

related field or an equivalent combination of education and related work experience.

2. Demonstrated knowledge and experience in developing and implementing successful donor/sponsorship and grant funding strategies and campaign.
3. Demonstrated experience in developing and coordinating successful volunteer management programs.
4. Excellent verbal and written communication skills, with the ability to communicate effectively through training and presentations to volunteers, the community, public/private sector, staff and all levels of management.
5. Excellent organizational skills. Demonstrated ability to organize work, set goals and priorities and meet multiple deadlines.
6. Previous experience developing policies and procedures, maintaining records and reporting program accomplishments.
7. Knowledge of relevant legislation, regulations, and corporate policies and procedures.
8. Intermediate knowledge of Microsoft Office programs (Microsoft Outlook, Word, Excel, PowerPoint, and database software).
9. Possession of a valid Class "G" driver's license with clean abstract.; Provision of a vehicle for use on the job. Daily travel is required.
10. Must be able to work fluctuating hours while supporting the operating program.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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