

## JOB OPPORTUNITY NOTICE

### Community Engagement Specialist

**PASS Grade 4 \$67,221 to \$75,658**

Reporting to the Partnership and Community Engagement Supervisor, the incumbent is responsible for planning and implementing community engagement strategies for Hamilton-Wentworth District School Board. Schools are integral partners in their communities. Hamilton-Wentworth District School Board believes in strengthening bonds between communities and schools to improve student achievement and well-being, create healthier neighbourhoods, and encourage life-long learning. As part of a team of engagement staff, the Community Engagement Specialist will work collaboratively with community stakeholders to develop and enhance relationships in order to meet the needs of all students, staff, parents, and community partners of Hamilton-Wentworth District School Board.

**Duties include but are not limited to:**

- Community outreach and engagement specifically designed to both increase the usage of school space outside of school hours and address the programming needs of the community
- Plan, prepare, and conduct outreach workshops, seminars and other promotional activities related to community engagement with HWDSB
- Support the alignment and implementation of the HWDSB Community Use of Schools program and policies with the Ministry of Education's vision and goals
- Coordinate the development and implementation of HWDSB's Focus on Youth summer program and the Priority Schools Initiative
- Support initiatives that promote schools as hubs of the community by working with school staff and community groups to share best practices that maximize access and impact, reducing and eliminating challenges and barriers related to community support of schools through use and partnerships, employing active outreach strategies to ensure community support at the school level, and working with schools to determine community and school capacity to deliver and support sustainable programs
- Coordinate the timely and accurate collections of Community Use of Schools program data and impact including the preparation of reports to the Ministry of Education for the Priority Schools Initiative and Focus on Youth programs in HWDSB and to HWDSB Trustees and Senior Administration regarding community engagement activities
- Liaise with HWDSB Planning and Accommodation staff and rentals administrators to support community use of schools program operations and provide support and advice on priority of use, equitable allocation of supports and resources, and maintaining relationships with community user groups

- Apply the principles of equity of access, opportunity, and outcomes to develop, maintain, and enhance relationships with community partners to support the achievement and well-being of all HWDSB students with a specific focus on identified Priority Schools with the Ministry of Education
- Support engagement plans and project activities related to parents, volunteers, and student recognition
- Attend parent and community meetings as required to liaise with stakeholders and represent HWDSB at community events

**Academic Qualifications:**

- Post-secondary education in community/human/social services, education, or a related field and/or a minimum of three years of experience in community engagement, outreach, empowerment, and development; or approved equivalent as determined by the Board

**Demonstrated Knowledge, Skills and Work Experience related to the following:**

- The education sector as well as research and best practices for the healthy development of students and families through engagement
- Hamilton-Wentworth District School Board Strategic Directions, Annual Operating Plan, HWDSB policies and related Ministry of Education initiatives
- Neighbourhood assets and challenges in the Hamilton-Wentworth area
- Diverse community planning and program development including working with a wide range of stakeholders including parents, students, volunteers, and community partners
- Working collaboratively in a team-based environment with an emphasis on quality outcomes, best practice and effective client service
- Developing procedures and implementation plans
- Networking, relationship building, negotiating, and problem solving skills
- Advanced oral and written communication skills
- Strong computer literacy skills including MS Office and database management
- Commitment and availability to work outside of regular business hours for meetings and events

**Deadline for submission is 4:00 p.m. on Friday, August 10, 2018.**

**Interviews will be scheduled during the week of August 20-24, 2018.**

Please apply to: Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.