

## Community Coordinator

Passionate about education and community? Join York Region Educational Services (YRES) and help empower individuals with affordable, accessible learning. Together, let's shape a brighter future through education.

### **About York Region Educational Services:**

YRES is a non-profit organization committed to delivering affordable educational resources to the York Region community and beyond. We create a nurturing environment that encourages personal growth, motivation, and inspiration, laying the groundwork for our learners' success.

### **About this opportunity:**

As a Community Coordinator, you will assist with the development of programs and partnerships with external partners (e.g., school boards, community organizations) to increase our outreach.

### Key responsibilities are as follows:

- Coordinate and grow our communication channels, such as social media platforms and newsletters, in collaboration with the marketing department.
- Creating engaging content for various communication mediums, such as brochures, newsletters, videos, and social media posts to convey updates and new events.
- Identifying opportunities to promote our events and initiatives through public relations, outreach events, and networking opportunities.
- Identifying and securing partnerships, sponsorships, and donations to help enhance our programs.
- Attending community events and conferences.

Position requirements:

- Passion for community engagement via in-person events and digital content.
- Experience in establishing community partnerships and securing sponsorships and donations.
- Familiarity with Canva, Google Workspace, and email marketing.
- Customer service skills, and Excellent written and verbal communication skills to handle communications and build rapport with internal and external stakeholders.
- Creative and innovative thinking and problem-solving skills.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to travel to meetings and conferences; some evenings and weekends may also be required.
- A valid G2/G Driving license.
- A satisfactory Vulnerable Sector Check is required from successful candidates.

Assets:

- Fluency in multiple languages.
- Strong cultural sensitivity.
- Strong problem-solving and counselling skills.

**\*\*This is a full-time position requiring in-person availability.\*\***

**\*\*The salary for this position is \$22-26 per hour.\*\***