Job Description

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<th>POSITION:</th>
<th>Community Outreach Assistant</th>
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<td>ACCOUNTABILITY:</td>
<td>Prevention Services Coordinator</td>
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<td>DATE APPROVED:</td>
<td>May 29, 2015</td>
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**JOB PURPOSE**

Reporting to the Prevention Services Coordinator the Community Outreach Assistant will be a member of the Community Liaison Team and is responsible for providing a wide range of administrative assistance and support in the execution of community outreach functions including collateral agencies and First Nation partners, stakeholders and organizations. The Community Outreach Assistant is functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities of the Organization.

**KEY JOB FUNCTIONS**

**Program Support**

Ensuring that the Community Liaison Team is properly supported by assisting in coordinating and documenting community sessions and developing Agency target group handbooks, presentations, promotional materials including internal/external communications, videos, brochures, newsletters and website and social media updates for approval. Also, primarily responsible for assisting, developing, planning and supporting community outreach functions of the Agency in developing sustainable community capacity and partnerships.

- Developing a work plan that identifies the goals and activities required for the duration of the contract.
- Developing and/or maintain a filing system and maintain work files that are up to date, accurate and concise.
- Providing research and support activities in the development and execution of outreach strategies and activities to support the objectives of the Agency Communications Strategy.
- Provide administrative support in preparation for community engagement activities including logistics planning and coordination.
- Assists in preparation of activity summary reporting and evaluations including meeting agendas and minutes in support of planning functions.
- Ensure confidentiality and safekeeping of all Agency, and First Nation documents and records.
- Participating and working as a team member by presenting information and recommendations in an objective and articulate manner during meetings when working with staff.
- Participate willingly and constructively in the supervision and evaluation process.
- Preparing and submitting required administrative documentation including purchase orders, regular travel and time sheets).
- Ensuring administrative reporting functions are executed in a timely fashion finance/administrative department as (where) required.

**Interagency Participation**
To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations.

- Communicating all matters of importance to appropriate members of Nogdawindamin Family and Community Services in an accurate and timely fashion;
- Active listening;
- Effectively representing Nogdawindamin Family and Community Services in various communities;
- Being a positive ambassador for Nogdawindamin Family and Community Services;
- Communicating in a professional manner.
- Actively participate on the Community Liaison Team, Training, Staff meetings and other internal committees/groups in support of community programs and services;
- Collaborate with internal and external agencies to monitor and assist in the development of community programs and services;
- Support the Prevention Services Coordinator in maintaining liaison with First Nation communities to assist with the administrative responsibilities as directed to ensure Agency readiness of resource service/documents;
- Participate in internal or external committees as required or requested;
- Liaise and work effectively with the communities served;

**Administration**

Ensures the team has administrative support before, during and after community liaison meetings. She/he will also assist in developing communications, presentations and promotional materials and strategies that adhere to all Agency policies, procedures and relevant practices.

- Coordinate the logistics of community liaison meetings such as meeting space, refreshments, and advertisement and information technology requirements.
- Document and record community sessions.
- Assist in the development and production of promotional materials including target group handbooks, publicity brochures, banners, handouts, direct mail leaflets, videos, news articles, media ads, photographs, information kits, annual reports and events.
- Assist in the development and organization of workshops, information booths, meetings, ceremonies and other events for publicity and information purposes.
- Assist with the creation, editing, and coordination of the publishing of the Agency’s newsletters and formal publications.
- Ensure that all materials are developed and distributed according to an appropriate timeline;
- Ensure confidentiality and safe keeping of all Agency documents and records;
- Develop and maintain work files that are accurate, up-to-date and concise;
- Work in compliance with the Occupational Health and Safety Act and any other legislation;
- Prepare and submit monthly reports, attendance records and travel expense claims as required;

**Other Duties**

- Assist with the development and submissions of proposals as required;
- Other duties as required and assigned

**QUALIFICATIONS**
**Minimum Education**
- Post-Secondary Diploma in Office or Business Administration

**Minimum Experience**
- Two (2) years’ experience in coordination of workshops, information sessions and round tables and /or similar community liaison activities.
- One (1) year direct service experience with children and families experience coordinating and/or managing social programs and services;
- Experience working with Aboriginal people, organizations and communities
- Training and experience in child welfare would an asset

**Knowledge Requirements:**
- Knowledge of Nogdawindamin programs and services
- Knowledge and understanding of Aboriginal culture and traditions
- Knowledge of local First Nations social programs and services
- Knowledge of Child Welfare issues, concerns and practices
- Knowledge of Public Relations, Communications or Marketing an asset

**Special Skills & Abilities:**
- Excellent computer skills with MS Office software
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent customer service skills
- Excellent organizational skills
- Excellent time management skills
- Excellent problem solving skills
- Ability to coordinate logistics for community sessions and manage multiple priorities
- Ability to develop comprehensive reports, communication tools and promotional documents
- Ability to work independently and within a team environment
- Ability to take initiative, meet deadlines and work flexible hours
- Ability to adapt to and manage change

**Other Requirements**
- Must provide a clear Police Records Check with Vulnerable Sector Check;
- Must have a Class ‘G’ Ontario Driver’s Licence, access to a vehicle and the ability to travel;
- Must have $1M automobile insurance coverage.

**WORK SITE LOCATION**

Location to be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Community Outreach Assistant will typically be in an office setting. The Community Outreach Assistant is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency
situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Community Outreach Assistant will be required to travel to meetings in the province of Ontario.

Administrative positions can be mentally challenging. The administration of social work programs can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Community Outreach Assistant to high levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

**TECHNOLOGY & EQUIPMENT**

Computer, Photocopier, Telephone, Cell Phone, Fax Machine.

**KEY RELATIONSHIPS**

**Internal**
The position requires interaction with the Director of Services, Protection Resource Managers, Supervisors, co-workers and other staff.

**External**
The Community Outreach Assistant may interact with collateral agencies, First Nation partners, stakeholders and organizations Children’s Aid Societies, OPP and other agencies.

**DISCLAIMER**
This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

**SIGNATURE**
This is to acknowledge that I have received a copy of this job description and understand its contents.

_________________________________________  ______________________
Signature of Employee                        Date