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# Employment Opportunity

## Community Outreach Coordinator

Finance and Technology – Arts and Culture

Competition	20/143
Status	Regular Full time
Hours of Work	70 hours bi-weekly
Rate of Pay	\$33.35 to \$37.85 per hour
Review of applications begins	4:00pm on November 6, 2020

### Summary

The Community Outreach Coordinator is responsible for the planning, production and maintenance of coordinated outreach, communications and reporting initiatives related to the CRD Arts and Culture Support Service. The successful candidate will contribute to the delivery of the Division's mission to support, promote and celebrate the arts and to its goal of increasing community and stakeholder knowledge and support of arts and culture through the CRD.

This position liaises and works in collaboration with CRD Corporate Communications as required in order to ensure corporate standards, policies and procedures are followed.

### Duties & Responsibilities

- Develops systems to collect, maintain and communicate annual facts and figures of community impact, value and benefit of arts activities in the region to create a comprehensive understanding of the regional arts ecology and context.
- Creates infographics, newsletters, backgrounders, key messages, presentations and other communication pieces for dissemination through the arts and general community that promote and celebrate the regional arts sector.
- Produces regular reports including an annual Arts Progress Report that communicates and supports the Arts and Culture Support Service's goals, objectives and accomplishments.
- Arranges the launch of new initiatives and facilitates and encourages wide-spread engagement with the arts community, the media and other interested parties.
- Develops communication and outreach plans to share information with the community and stakeholders related to fulfilment of the Division's mission.
- Implements communications and outreach strategies through social media, the CRD website, event coordination and other means to increase awareness of the Arts Service and its mandate and to grow community and stakeholder knowledge of the social and economic impacts of the arts in the region.
- Liaises with municipalities and NGOs, to align shared objectives, encourage effective partnerships and minimize redundancies related to the arts sector and maintain a regional public art website and database
- Connects arts organizations with existing professional development, mentoring and capacity building training or through the development of direct workshops.
- Works with the Manager in seeking community input to inform the development of appropriate structures and guidelines for new programs including those focussed on diversity funding.
- Develops and convenes a recurring Arts Summit to showcase and celebrate the regional arts community and assists in convening regular community of practice meetings for municipal arts and culture staff.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### Qualifications

- Degree in Arts Management, Community Development, Communications, Marketing, or other applicable field and 3 years' experience in an arts and culture environment, or an equivalent combination of education and experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Understanding of community development strategies which engage stakeholders at various levels of participation.
- Demonstrated ability to analyse and synthesize complex information and to convey issues in a clear, concise and constructive

manner.

- Demonstrated ability to write in a clear and compelling manner.
- Demonstrated ability to develop information or communications campaigns from inception to completion and evaluation, including drafting of media releases and key messages.
- Demonstrated events planning knowledge and experience.
- Demonstrated ability to establish and maintain collaborative working relationships with internal and external stakeholders.
- Ability to work independently as well as collegially and to develop and manage projects with multiple priorities to completion.
- Must be professional, demonstrate political acumen and diplomacy.
- Demonstrated ability to take initiative and has the ability to identify trends in the community.
- Proficiency and experience with MS Word, Excel, SharePoint, PowerPoint; working knowledge and familiarity with Adobe Creative Suite software (InDesign, PhotoShop) and ability to learn FileMaker Pro and CRD protocols for web publishing.
- Demonstrated proficiency and experience with virtual engagement through the use of Zoom and Teams as well as use of apps and social media (Facebook, YouTube, Twitter, blogs, etc.) with a track record of active use for communication purposes.
- Ability to occasionally adjust hours to accommodate evening or weekend public events and/or meetings.
- Must possess a valid BC Driver's License.

### Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

