



**Community Outreach Coordinator
Regular Full Time
CUPE Local 401 Internal/External Posting
District of Port Hardy
Port Hardy Recreation**

Position Summary

Reporting to the Manager of Recreation and Community Services, the Community Outreach Coordinator oversees the planning, organizing, executing, and evaluating of Port Hardy Recreation programs, camps, and events (hereon in referred to as “activities”) for all three of the Recreation Department’s Divisions: 1) Community Recreation, 2) Aquatics, and 3) Arena. Key to this position is the ability, skill set, creativity, and execution of all marketing means required by the Department to support the level of initiatives.

This is a regular permanent full time CUPE Local 401 position with a 40-hour work week and a starting wage of \$25.19 (January 2024 rate). Annual wage increases are subject to CUPE Local 401 Union ratification. Annual vacation entitlement is outlined in the CUPE Local 401 agreement. This position is also entitled to medical, extended health, dental, life insurance, short- and long-term disability, and accidental death and dismemberment benefits in accordance with the Employer’s policies on Employee Benefits (District Policies CP3.4, CP3.5, and CP3.6)

The District of Port Hardy is known as one of the best employers in the North Island for its investment in its employees, favourable work environment, equal opportunity, and work life balance. Join our dynamic team and ‘Live the Adventure’!

Duties and Responsibilities

1. Supervises the following CUPE Local 401 union positions: Program Assistants (AKA Camp Assistants)
2. Supervises all non-union contract instructors and coordinates logistics between contract instructors and Department for the purpose of offering diverse activities on a quarterly basis
3. Coordinates contract instructor contracts and invoices, and ensures District’s Cost Recovery policy is adhered to when hiring contract instructors
4. Coordinates activities for all three Divisions including confirmation of program instruction, delegation to Program Assistants, invoicing, program setup/take down, and evaluation of activities
5. Works closely with key programming staff to coordinate logistics of activities
6. Plans, creates, and executes all Department marketing efforts including but not limited to social media posts, poster creation, calendar of events, promotional videos, newspaper stories, and recreation guides
7. Oversees coordination of quarterly recreation guides from planning, content devising, communication with instructors both contractors and staff, facility booking for the purposes of booking space for activities, printing, and marketing efforts
8. Coordinates supplies for activities, and submits supply invoices to supervisor
9. Plans, organizes, coordinates, and supervises annual festivals
10. Facilitates/instructs activities as time/interest permits
11. Remains on top of District policies and procedures, and attends courses and training as required
12. Performs other duties as directed



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Knowledge Skills and Abilities

1. Strong knowledge of social media and other basic marketing platforms
2. Exceptional computer knowledge of Office Suite (Word, Excel, Publisher, Outlook, PowerPoint), Internet research, and preferably graphic design applications (i.e. Canva, InDesign etc.)
3. Outstanding oral and written communication skills
4. Strong ability to supervise staff with wide range of ages and skillset
5. Strong organizational skills, and ability to follow systematic procedures
6. Detail-orientated with the ability to manage multiple projects at a time
7. Ability to prioritize competing demands and meet tight deadlines
8. Demonstrated ability to work cooperatively within a team setting and ability to maintain harmonious relationships with patrons, Department staff, and District staff
9. Ability to exercise courtesy, tact, and diplomacy when handling complaints and inquiries from the public
10. Self-starter and ability to work under minimal supervision

Job Requirements (includes certifications, designations, other training requirements)

1. Post-secondary education in communications, marketing, teaching, or related field
2. Preferred experience of 3 - 5 years of planning, organizing, and running activities
3. Minimum one-year supervisory experience
4. Capacity to learn new computer technology and adapt to changing procedures
5. Ability to operate audio visual equipment
6. Valid BC Driver's License
7. Standard First Aid CPR C with AED

Application Process

An expression of interest may be emailed, delivered, or mailed to:

Naomi Heith
Manager of Recreation & Community Services
7400 Columbia Street | PO Box 68
Port Hardy, BC V0N 2P0
Email: careers@porthardy.ca
Phone: 250-230-4178

Closing date and time: May 10, at 4:30 pm

For all inquiries, please contact Naomi Heith at 250-230-4178 or naomi@porthardy.ca.