



**Children's Grief Centre – Community Engagement Coordinator**  
**Position Description**

**Position:** Community Engagement Coordinator

**Reports to:** Director, Children's Grief Centre

**Status:** 0.8 FTE, 1 Year Contract

**Position Summary:** The Community Engagement Coordinator works to assist in the delivery of Children's Grief Centre (CGC) programs and services to the community. The position is responsible for:

1. Developing, coordinating, and implementing programming that provides authentic experiences, family enjoyment opportunities, and peer to peer connection for grieving children, teens, and their families;
2. Leading CGC school-based initiatives and partnerships to support and equip school staff with knowledge and resources to support grieving students;
3. Coordinating and delivering client-centered, creative content through various media channels.

The Community Engagement Coordinator works in consultation with the CGC Director and CGC counselling team to develop an ongoing community engagement strategy for children, teens, and their families. This role contributes toward building a more grief-informed community by seeking stakeholder feedback and being responsive to client and community need.

The Community Engagement Coordinator contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

**Other Key Responsibilities**

- Collaborates with internal and external partners to deliver programming for children, teens, and families which may include, but is not limited to, caregiver information nights, camps, family enjoyment activities, peer-to-peer groups, and social media content.
- Initiates, develops, and maintains strong relationships with community partners to facilitate programming goals.
- Acts as a content expert of CGC's *Grief in My Backpack* resource offering training sessions and guidance for use of the resource, coordinates evaluation of the resource, and advises and implements quality improvement initiatives related to it.
- Promotes CGC to relevant stakeholders through community presentations, resource fairs, and other applicable events.

- Collaborates with CGC Director and Hospice Calgary Manager of Volunteer Services to recruit, screen, train, and mentor CGC volunteers to contribute in peer-to-peer support and community engagement activities.
- Assists with client management through support of families and consultation with CGC counsellors as appropriate.
- Actively participates in team consultation and development activities.
- Monitors progress of initiatives and determines, implements outcome measures.
- Maintains organized and thorough records and project files.
- Ensures project deadlines are met in a timely manner.
- Assesses project risks and issues and provides solutions where applicable.
- Other duties as assigned.

#### **Qualifications & Competencies**

- Bachelor's degree in social work or related field required
- Active practice permit/registration as a Regulated Health Professional as per Alberta's Health Professions Act is required
- Clear criminal record check required
- Previous experience with creative client-centered program development
- Experience working with, and coordinating activities for, children and teens required
- Experience with education and school divisions is an asset
- Experience with group facilitation (all ages) required
- Ability to work in the community and on-site required
- Strong organizational, critical thinking, and communication skills required
- Proficiency with Microsoft 365 suite required
- Prior experience in the non-profit and voluntary sector preferred
- Enthusiasm towards working among an inter-professional team and with volunteers required

#### **Working Conditions:**

- This is a contract position with the possibility of extension based on program funding
- Work schedule is flexible based on the needs clients and project schedules
- Ability to lift items weighing up to 15 pounds
- Possesses Alberta Drivers License and own vehicle for community work