



Nine Circles Community Health Centre
Is currently hiring for

COMMUNITY ENGAGEMENT PROGRAM FACILITATOR

Summer Youth Term

\$20.827 per hour (30 hours per week)

Term starting June 3, 2019 through August 31, 2019

Job Summary

Under the guidance of the Community Engagement Coordinator, this position is part of Nine Circles' Community Engagement Program, which promotes Nine Circles' programs and services, and encourages community support, participation and investment in the agency. The Facilitator position will support the day-to-day activities of the Community Engagement program, as well as take an active role in content creation, event support, and social marketing.

The job is 60 hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends will be required.

The position is based on the Group 56 classification on the CUPE Local 204 salary scale. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position term is funded by the federal Canada Summer Jobs program.

Key Responsibilities

- Support event planning & communications for agency events like the AGM and National Testing Day including:
 - Writing and proofing annual report content
 - Engaging with clients and the general public
 - Assisting with the execution of the event
 - Supporting media engagement
- Support event planning, promotion and public engagement for our major fall fundraiser, *The Red Ribbon Walk & Run*, including:
 - Creating and adapting promotional materials and online content to encourage donations and participation in the event (social media content, newsletter/website articles etc.)
 - Contributing to the event's social marketing campaign
 - Supporting client participation in the walk/involvement of people who have lived experience with HIV
 - Assisting with event volunteer planning and recruitment activities
- Support the execution of Nine Circles' communications strategy and community engagement activities, including:
 - Creating and sourcing content for Nine Circles' social media, website, e-newsletter
 - Providing administrative support

A detailed job description stating all position duties and responsibilities is available upon request.

Qualifications

Required:

- **Must** be under 30 years of age, a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and must be legally entitled to work in Canada
- **Must** be post-secondary student or graduate of Creative Communications or another Communications/Public Relations program
- Excellent written and verbal communication skills, conflict resolution and interpersonal skills
- Excellent administrative and organization skills with a strong attention to detail
- Ability to take direction and work independently, as well as in collaboration with others
- Experience with social marketing tools (Facebook/Twitter/Instagram, Hootsuite, MailChimp) and website content management systems (WordPress)

Assets:

- Familiarity with fundamentals of good design and experience with design programs (InDesign, Photoshop)
- Experience shooting and editing video
- Previous event experience
- Familiarity with issues related to: mental health, addictions, sexual health, and diverse/marginalized populations

How to Apply

Interested candidates may forward their letter of application and résumé to:

Email: humanresources@ninecircles.ca

Deadline for application: Friday, May 17, 2019 by 4:00 p.m.

Nine Circles encourages application from qualified First Nations and Métis persons, as well as qualified gay, lesbian, bisexual, transgender, and two-spirit people.

Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.