



**Nine Circles Community Health Centre**  
Is currently hiring for

**COMMUNITY ENGAGEMENT PROGRAM FACILITATOR**

\$20.82 per hour (31 hours per week)  
Term starting June 10<sup>th</sup> to August 6<sup>th</sup>, 2024

**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 term position is 62 hours per two-week period (including holiday pay hours). Regular workdays 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 is supported by the Canada Summer Jobs Grant and requires applicants to meet the eligibility criteria listed at <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>

This position term is primarily virtual with some in-person attendance. A laptop will be provided for remote work. Must have access to a stable internet connection.

**Key Responsibilities**

- Fund development, event planning & communications for the agency:
  - Engaging with clients, local businesses, and the public
  - Develop new relationships with service organizations, corporations, foundations and other community groups and individuals to solicit donations or sponsorship.
  - Maintain positive relationships with donors and supporters and develop strategies to encourage new donations and support.
  - Facilitate correspondence for donors on the impact of their gifts.
  
- Support event planning, promotion and public engagement for our new annual Taste for Life Winnipeg (April) and annual World AIDS Day fundraiser (November) event 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 involvement of people who have lived experience with HIV.
  - Connecting with and compiling comprehensive contact lists of local businesses suitable for potential partnership or sponsorship opportunities.
  - 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
- Writing, designing, and proofing centre promotional materials.
- Administrative support (duties as assigned)

## Qualifications

### *Required:*

- Familiarity with fundamentals of good design and experience with design programs (Canva)
- 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/TwitterX/Instagram, Hootsuite, MailChimp) and website content management systems (WordPress)

### *Assets:*

- Post-secondary student or graduate of Creative Communications or another Communications/Public Relations program
- Experience with design programs such as InDesign, Photoshop, Adobe
- Experience in digital photography, videography, and smart phone editing applications.
- Previous event planning experience
- Familiarity with issues related to: mental health, substance use and harm reduction, sexual health, and diverse/marginalized populations

## How to Apply

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

Email: [humanresources@ninecircles.ca](mailto:humanresources@ninecircles.ca)

**Deadline for application: Friday, May 24, 2024, at 4:00pm**

Nine Circles encourages application from qualified People with mandate relevant Lived Experience, First Nations and Métis persons, as well as qualified Two-Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer + individuals.

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

*This information can be provided in an alternative format*