



Job Description

The Community Engagement Coordinator collaborates with the leadership team of Kamloops Christian School to develop and nurture deep connections within the school community (alumni, parents/guardians) and within the local community of Kamloops. The CEC's role is to be an ambassador by sharing KCS's mission with the school community and local community and inviting engagement and participation with the KCS mission.

Qualifications and Abilities:

- personal commitment to Christ that includes regular attendance at a church, and the individual practice of prayer, worship, and Bible study
- a strong commitment to Christian education, specifically the mission of KCS
- excellent relationship skills including the ability to listen to and connect with a diverse community
- excellent verbal and written communication skills
- excellent collaboration skills including the ability to contribute to group goals and to initiate action
- experience with leadership and facilitating group interactions
- abilities in being creative, strategic, and detail-oriented
- minimum or a 2 year post-secondary program and/or relevant experience

Job Specifications:

- part-time position for 20 hours per week for 40 weeks (school calendar) per year plus three weeks of employment in the summer
- flexible work schedule (evening or weekend hours as needed)
- on site work hours required with some ability to work remotely throughout the week
- annual salary range: \$23,000-30,000 depending on experience and qualifications

Tasks:

- collaborate with the leadership team to develop, communicate, and implement a multi-year communication and marketing plan (as part of the KCS Strategic Plan)
- partner with the Parent Action Committee (PAC) to plan and support community school events including the integration of new families into the KCS community
- collaborate with a graphic designer to prepare and distribute KCS print publications such as the Eaglegram newsletter, online storytelling of the KCS mission through social media, the KCS website, and in-school visual evidence of student engagement with the KCS mission
- support engagement of KCS families through collaborating with the leadership team to develop regular evening events for parents/guardians throughout the school year
- engage with alumni and invite them into the ongoing mission of the school through participation in school events
- promote KCS's mission and the KCS brand presence throughout Kamloops
- provide school tours to families interested in joining KCS with a focus on communicating the KCS mission and value of Christian education
- attend monthly staff meetings, PAC meetings, community meetings (AGM), KCS community events, and Kamloops community events as needed