



Community Liaison Coordinator

The Community Liaison Coordinator (CLC) is responsible for developing relations with the community and networking with various partners. The goal is to introduce and encourage engagements to programs and activities of LLCA. He/she serves as the public face of the organization, meeting with various community organizations and partners, planning trainings and events, providing information, and answering questions.

REPORTING TO: Executive Director

WORKING PARTNER: Program Coordinator

EMPLOYMENT TERM: 21 hours a week, with more as needed.

Contract until June 2024. Possibility of becoming full time, permanent.

MAJOR AREAS OF RESPONSIBILITY:

The CLC works hand in hand with the Program Coordinator in:

- Community Relations
- Community Programming
- Learner Support Services

KEY RESPONSIBILITIES:

1) Community Relations

- Contact Lloydminster and surrounding community organizations, agencies and business leaders to identify and record community resources relevant to adult and senior education and family literacy
- Contact community newcomers and potential learners, offering connections to relevant resources
- Introduce all LLCA programs to the community

2) Community Programming

- Assist in identifying community learning needs

- Provide relevant reporting data requested by program funders
- Assist the Program Coordinator in the planning, development, coordination, marketing, delivery and evaluation of programs, courses, special events and collaborative projects offered by LLCA
- Promote and advertise training and new programs provided by LLCA to Lloydminster and its surrounding communities
- Connect and foster relations with organizations in the community for possible connection and enrollment to LLCA programs and activities
- Invite partnerships and potential funders by delivering LLCA's organizational profile to agencies and business

3) Learner Support Services

- Provide assistance, information, referrals and coaching to learners

Qualifications:

- Post-secondary training an asset, however, equivalent experience will be considered
- Experience in networking and community relations, promotion and/or marketing
- Experience in office administration, finances and computer applications
- Experience in program development and marketing of programs and services
- Valid driver's license and access to vehicle and criminal/vulnerable record check