



CONNECTING PEOPLE
THRIVING COMMUNITIES

ESTD 1986.

JOB POSTING

Community Outreach and Event Coordinator

Responsibilities

- Develop and implement strategies to increase community engagement with diverse South Asian communities in Sandwich West Neighbourhoods
- Organize the Centre's community events, meetings, and workshops
- Attend partner agency events to engage and recruit participants.
- Build relationships with local organizations and stakeholders.
- Coordinate the distribution of promotional materials and other resources
- Develop engaging events for socialization and building connections.
- Coordinate and manage events for the South Asian Centre.
- Manage event logistics, including venue setup, materials preparation, and registration.
- Coordinate staff, volunteers, and attendees to ensure smooth operations.
- Collect feedback from attendees and provide reports on event outcomes.

Education/Experience/Skills

- Post-Secondary Education in a pertinent field (Social Work, Law, Sociology, Adult Education, Business etc.) or equivalent combination of education and experience.
- Relevant experience to meaningfully engage with diverse newcomer communities including recruiting, training, and managing volunteers.
- Experience managing small and large community events with proven success.
- Knowledge of multiple South Asian languages is an asset.
- Proficiency in MS Office software applications, including word processing, spreadsheet, and presentation software applications, as well as Internet research capabilities
- Knowledge of Digital/Social media management an asset.
- Demonstrated ability to work independently, as well as in a team.

Position Type: Part-time: 17.5 hours per week.

Start and End date: April 21, to December 31, 2025 (with possible extension)

Wage: \$ 18.50 per hour

Position will report to Program Director, South Asian Centre of Windsor

Please forward your letter of interest and resume to info@sacwin.org by April 18, 2025, 5 PM.