

Community and Event Liaison

Reports to: Executive Director, Portal Youth Outreach

Scope: Part Time (25 hours/week)

Direct Reports: This position does not have direct reports

Salary: \$33,150

Our Mission

The Cultural Connections Initiative is dedicated to building strong community connections by creating events that celebrate culture and foster meaningful relationships. We are passionate about engaging with the African Nova Scotian community and collaborating with partner organizations to make a positive impact.

The Community and Event Liaison is vital to our community engagement efforts. This position involves connecting with community members, organizing inclusive events, and championing cultural collaboration. It works closely with the African Nova Scotian community and partner organizations.

Responsibilities

- **Workshop Facilitation & Event Logistics:** Design and facilitate workshops, roundtable discussions, and cultural gatherings tailored to the African Nova Scotian community, ensuring events are creative, impactful, and inclusive. Manage all logistical aspects to create a welcoming environment for participants.
- **Agency Relations:** Serve as the representative of our initiative by visiting partner agencies, sharing event details, and encouraging participation from African Nova Scotian clients.
- **Community Engagement:** Build strong relationships with community members and agencies, fostering inclusive spaces where everyone's voice is heard.
- **Cultural Collaboration & Outreach:** Promote broader community collaboration to ensure equitable access to culturally safe services for African Nova Scotian children, youth, families, and communities. Implement outreach strategies to engage these groups and break down barriers to participation.
- **Community Liaison:** Act as a liaison between African Nova Scotian community members and DCS Prevention & Early Intervention Service Providers, ensuring effective communication and collaboration.
- **Reporting:** Contribute to progress reports and statistical insights, maintaining regular supervision and ongoing training.

Requirements

- Must have a clear Criminal Records Check and Child Abuse Registry Check.
- Commitment to maintaining strict confidentiality in all aspects of work.
- Possession of a valid driver's license and reliable access to a vehicle.

Qualifications

- Undergraduate degree or diploma in Social Sciences or related fields or equivalent education and experience.
- Strong understanding and application of an Afrocentric perspective in community work.
- Experience in facilitating inclusive group discussions and managing diverse relationships.
- Knowledge of local resources, policies, and strengths-based approaches.
- Proven ability to work collaboratively with community members and partner organizations.
- Flexibility to work evenings and weekends as needed.

Personal Attributes

- Genuine care and understanding of the challenges faced by African Nova Scotian communities.
- Passion for supporting children, youth, and families facing challenges.
- Ability to handle sensitive situations with empathy and cultural awareness.
- Strong communication and interpersonal skills, with a commitment to teamwork and community guidelines.
- Understanding of personal experiences and how they relate to community work.

Diversity, Equity, Inclusion and Belonging

The Portal Youth Outreach Association is committed to fostering a workplace environment that embraces diversity, equity, inclusion, and belonging, particularly in supporting and uplifting culturally diverse communities. We celebrate all individuals' unique perspectives and contributions, especially those from marginalized backgrounds, creating a culture where everyone feels valued and respected. Our dedication to diversity enriches our organization, promoting innovation, collaboration, and empathy in all aspects of our work.

Our daily practices and initiatives actively promote diversity, equity, inclusion, and belonging. This includes cultivating a workplace where every voice, especially those from underrepresented communities, is heard. We prioritize professional development opportunities emphasizing cultural competency and engaging in community partnerships that promote equitable access to resources and services for all.

Working Conditions

This role requires adaptability and a willingness to work in a variety of settings, including both remote and onsite locations, depending on program needs and community engagement activities. As a part-time position, you will be expected to manage a 25-hour workweek, with the flexibility to adjust hours as necessary to accommodate events, workshops, and outreach efforts.

While standard hours may typically fall between Monday and Friday, the nature of community engagement means that evening and weekend work may be required at times. This role demands a high level of responsiveness to community needs, sometimes necessitating working outside of traditional office hours.

Additionally, the position may involve travel within Kentville and surrounding areas, so reliable transportation is essential. You must be prepared to work in diverse environments, including community centers, partner agency locations, and during outdoor events.

Support and Performance Review

At The Portal Youth Outreach Association, we foster a culture where staff are empowered to approach their roles creatively while adhering to organizational guidelines and job expectations. Support is readily available from peers, supervisors, and collaborative teams to ensure continuous growth and success. Staff are encouraged to set personal goals within their program areas, leveraging their strengths and unique contributions.

Performance reviews are conducted annually per our Human Resources guidelines. These reviews provide a structured opportunity for staff to set and review personal and professional goals. Feedback and support from peers and supervisors are integral to this process, guiding career development and ensuring alignment with organizational objectives.

Equal Opportunity Statement

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.