



## Job Posting – Internal/External

**Position:** Outreach Coordinator

**Status:** 6-month Contract, with possibility of an extension

**Working Hours:** 30 hours / week

**Rate of Pay:** \$26.50

**Reporting to:** Director, Quality & Communications

**Job Summary:** Reporting to the Director of Quality and Communications, the Outreach Coordinator is responsible for executing robust and diverse community outreach activities to strengthen engagement with and knowledge of the organization. The Outreach Coordinator will build upon current community connections and expand agency linkages into new areas. Primary goal is to reach seniors, their families, and caregivers through outreach activities.

### **Duties and Responsibilities includes but not limited to:**

- Coordinate relationships with organizations and institutions in the Etobicoke region, including community centres, faith-based organizations, hospitals, and doctors' offices.
- Distribute agency printed information broadly throughout Etobicoke.
- In coordination with Manager of Marketing and Communications, identify opportunities to increase awareness and engagement through marketing and communications mechanisms.
- Secure opportunities for participation in community events and / or community speaking engagements.
- In coordination with Manager of Volunteer Services and Community Outreach, develop an Outreach Toolkit to support continued efforts to advance community outreach.
- In coordination with agency staff, plan and execute outreach events.

### **Qualifications:**

- Recognized post secondary education in social services, community development, communications or a related field, or an equivalent combination of education and experience.
- Sound knowledge or experience in community support services for seniors.
- Demonstrated experience in executing successful community outreach activities with positive outcomes.
- Strong knowledge of the Etobicoke community, and its diverse neighbourhoods.
- Excellent written and verbal communication skills.
- Strong interpersonal communication skills.
- Strong time management, problem solving and organizational skills.
- Ability to communicate effectively in more than one language is an asset.
- Computer literacy with proficiency using Microsoft Office Suite, Internet and email.
- Ability to handle physical demands of the job, and its competing demands.
- Ability to work independently and as a team member.
- Valid Ontario driver's license and access to a reliable car.
- Satisfactory Vulnerable Sector Check
- Must be able to provide proof of full COVID-19 vaccine, upon hire.

**Please respond with resume & cover letter to:**

ESS Support Services

Hiring Committee

48A Rosemount Avenue, York, Ontario M9N 2B3

Fax: 416-243-7987

email: [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca)

**Additional Information:**

*To protect the health and safety of our employees, clients and their families and in the interest to follow strong public health measures, it is a requirement of employment at ESS Support Services to be fully vaccinated against COVID-19. ESS Support Services will consider cases needing accommodation as stipulated by the Ontario Human Rights Code.*

*ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+ and are committed to having a team that is made up of diverse skills, experiences and abilities.*

*We thank all applicants but advise that only candidates selected for an interview will be contacted.*

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.*