

# Neighbourhood Support Worker with the Junction Neighbourhood Group



**Application Deadline** Friday, October 14th, 2016

**Hourly Rate:** \$17.00/hr

**Hours of Work:** 10-15 hours per week, flexible hours

**Start Date:** As soon as possible

## **Summary of position:**

This is a Guelph Neighbourhood Support Coalition (GNSC) job, working with The Junction Neighbourhood Group (JNG). The JNG is a group of volunteers working with the passions, assets and needs of diverse communities within our neighbourhood. We make and support good relationships with community members, businesses, and organizational partners, in order to design and deliver inclusive services, programs, and events. See [www.guelphneighbourhoods.org](http://www.guelphneighbourhoods.org) for more information.

## **Key Responsibilities:**

- Plan, promote, support, and deliver community events, programs and services.
- Build partnerships within the neighbourhood and liaise with other community organizations.
- Outreach to the local community to raise the awareness and attendance of the Neighbourhood Group's activities, and to increase participation.
- Recruit and engage volunteers.
- Seek community feedback to evaluate and improve our activities.
- Lead Neighbourhood Group communications (newsletter, social media, email, etc).
- Attend monthly Neighbourhood Group meetings.
- Connect with the other Neighbourhood Staff throughout the GNSC.
- Address barriers and encourage engagement in all aspects of the Neighbourhood Group. Respond to and include all participants, especially those at risk.
- Complete administrative duties such as keeping participant stats, registration forms, registration fees, bookkeeping, grant applications, etc.

## **Experience/Skills required:**

- Demonstrated skills and experience working with community associations, and general community engagement (both independent work and teamwork experience is essential).
- Event planning and delivery experience (including working with community associations, volunteer management, task delegation, fundraising and sponsorship solicitation, etc.).
- Demonstrated leadership and communication skills (experience running good meetings, Board of Governors work, group leading and workshop facilitation, etc.).
- Strong organization skills, especially the ability to prioritize and multi-task.
- Familiarity with digital communications including email, Wordpress, social media, and desktop publishing (posters, flyers, and newsletters), including the Microsoft Office Suite.
- Knowledge of the Junction Neighbourhood Group, and/or the GNSC.

## **How To Apply:**

Please send your resume and cover letter c/o  
Dan Evans, Neighbourhood Development Supervisor  
10 Carden Street, Guelph, ON, N1H 3A2

[jobs@guelphneighbourhoods.org](mailto:jobs@guelphneighbourhoods.org)