

COORDINATOR, Administration and Communications

Location: 1805 Gaspe Avenue, Ottawa

Hours of work: 37.5 hours per week; scheduled to support programming

Salary range: \$22 - \$28 per hour

Overview

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational programming, licensed child care and community events from the Manor Park Community Centre (100 Thornwood Road), Manor Park Public School (100 Braemar Street), and a new satellite location at 1805 Gaspe Avenue.

The MPCC is comprised of a volunteer board of directors, paid employees, and volunteers. Key recreational programs include: sports, fitness, arts programming and day camps. Popular community events include: Skating Party, Pints in the Park, and Rock the Block. Child care licenses are held for 'Before- and After-School in Manor Park' and for preschoolers at Manor Park Playschool. Licensing of full-time child care at Manor Park Child Care Centre is underway.

The position of Coordinator, Administration and Communications is newly created to support a strong, well developed brand presence across multiple channels. Content, visual and text, designed in this position will carry the message priorities identified by the Recreation and Child Care & Early Learning teams. Existing social media platforms, websites, print, signage and electronic messaging systems will be strengthened and used as building blocks for future creative ventures.

The administrative component of the work is consistent with the job's on-site location, and deepens the understanding of all aspects of MPCC programming.

The Coordinator has responsibility for all aspects of communication including messaging, timing, channel, and content. Administrative functions support the success of licensed child care, recreational, and event programming.

Success will be realized by consistent and recognizable brand presence, timely promotion of programs, well executed events, robust registration, satisfied participants as evaluated by surveys and registration numbers.

Essential Job Functions include but are not limited to:

Communications

- Regularly, consult with Child Care & Early Learning (CCEL) and Recreation teams on messaging priorities;
- Develop content for a variety of channels (ie online, electronic, print, signage);
- Schedule and release communications;
- Measure impacts (ie. clicks, views, transactions, page visits, unsubscribes);
- Maintain websites;
- Recommend new opportunities to share content;
- Develop materials for print media, including local newspapers, and
- Prepare Annual Reports.

Administration

- On-site presence as brand ambassador to residents and clients;
- Set up, and maintain program registration software;
- Assist with online registration, when required;
- Managing online payment software;

Job Description: Coordinator, Administration & Communications

MANOR PARK COMMUNITY COUNCIL

- Reconciling online payments;
- Maintain general email boxes;
- Regularly, solicit program participant and community feedback;
- Support instructor needs;
- Order supplies and equipment, as required;
- Coordinate trades, when needed;
- Answer community inquiries, and
- Monitor and reporting deficiencies in the building.

Rentals

- Show space to potential renters;
- Maintain rental / use calendar software;
- Prepare paperwork and permits for rentals, and
- Facilitate equipment deliveries, if required.

Community Outreach

- Organize and support community events, and
- Recruit and schedule volunteers.

Other

- Follow MPCC Policies and Procedures;
- Understand manuals and documentation associated with employment, and
- Other duties as assigned.

Requirements

- Post secondary education in communication, journalism, design, and/or office administration or equivalent experience;
- Portfolio of communication and design examples;
- Excellent written and verbal communication skills in English and French;
- Outgoing personality;
- Creativity and flexibility;
- Familiarity with social media platforms;
- Familiarity with registration software;
- Strong competency with technology;
- Experience working with a team and independently
- Excellent time management skills;
- Strong organizational skills;
- Access to a vehicle;
- Ability to work outdoors or lift objects, when required;
- Police Records Check (Level 3, Vulnerable Sector) within 6 months of hire date
- Standard First Aid, CPR C
- SmartServe, an asset.

May 2023