## JOB DESCRIPTION

| **Title** | DIRECTOR OF COMMUNITY ENGAGEMENT, EDUCATION, AND ADVOCACY | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT POSITION] | | |

**Job Purpose**

[Organization Name] is a(n) [Insert Type of Organization] with the aim of providing [Insert Organization Purpose/Goals] to [Insert Clientele] by [Insert Method(s) of Providing Services]. [Insert any other Information about the Organization’s Mission/Purpose/Goals]

The Director of Community Engagement, Education, and Advocacy is a key member of the senior management team, assisting in decision-making and programmatic planning. The Director will lead, plan, and direct [Organization Name]'s community engagement and organize strategy, as well as execute it for special projects.

**Responsibilities**

Overall responsibilities include, but are not limited to:

* Liaise and collaborate with other Directors to develop and deliver multi disciplinary programs and research designed to improve the individual and community health of [Insert Location/Specific Community Served].
* Responsible for collaborative partnerships with key internal and external stakeholders to affect policy change including by:
  + leveraging resources,
  + increasing capacity,
  + ensuring the planning of effective, coordinated programs,
  + developing guidelines, strategies, and frameworks that will assist service providers, operations, and external partners to promote health and well-being within the target population.
* Develop education workshops to address identified topics relating to [Insert Field] for the specified population.
* Help build cultural understanding through facilitation, developing and delivering educational workshops.
* Build trust with others by nurturing collaborative relationships while engaging with internal and external stakeholders.
* Design and promote volunteer activities and ensure that volunteer time is tracked.
* Additional related duties as required.

**Key Qualifications and Competencies**

* A post secondary degree or diploma required in XX field is required.
* At least X years of professional experience in relevant fields or functions, with at least X years in positions involving campaigning, organizing, or advocacy.
* Strong organizational and planning skills.
* Inspires a culture of shared core values to create a unified and engaged environment.
* Displays a high level of integrity and transparency, is seen as ethical and compliant with a strong belief in building trust and an inclusive culture.
* Leads through complexity and ambiguity and has the presence to maintain a calm demeanour in high-stress situations.
* Knows, understands, and operates sensitively and effectively within community service structures and climates, and strategically builds consensus.
* Analyzes and synthesizes information to understand issues, identify options, and make appropriate, and timely decisions.
* Demonstrated high level of judgment, tact, and diplomacy in interacting with a wide variety of internal and external stakeholders.
* Proficiency with Microsoft Office applications.

**Working Conditions**

* This position is based in an [Insert Type of Environment] environment.
* Sitting for long periods.
* Exposure to a computer or laptop screen for (XX) percentage of time.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* This position is subjected to high pressure due to work volume, numerous competing demands, time sensitive schedules and goals, dynamic priorities, interruptions and an overall fast pace.
* Formal COVID-19 precautions are in place for employees.