



Job Description

Job Title: Community Engagement Officer

Position Type: Full Time

Salary: Competitive

Location: Across Canada (remote or hybrid work depending upon location)

Start Date: ASAP

About the role:

The Community Engagement Officer reports to the Operations Manager and is responsible for overseeing a range of community relations, marketing, communications, supervisory and fundraising activities. As a key member of The Zahra Foundation (TZF) team, this position also supports the volunteer program and TZF community events and special events.

Competencies and Behaviours:

In order to successfully meet the requirements of the position, the following competencies and behaviors must be demonstrated:

- Believes in and practices the mission and goals of the charity
- Ability to work as a positive team leader, facilitating a team environment through personal behavior, work contributions, and the sharing of experience and knowledge.
- Facilitates the development of new ideas and methods for program enhancement and adjusts and adapts to changes.
- Maintains a constant awareness of the “client” and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the programs.
- Ability to be energetic, resilient and maintain a sense of humor when personal resources are challenged.
- Supports staff in achieving results with positive outcomes for individuals and families within the various program areas.

- Ability to meet deadlines in a timely and efficient manner.
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach.
- Demonstrates a high degree of personal initiative with good planning and organizational skills.
- Maintains timely and accurate files.
- Ability to adjust to the ever-changing needs of the organization and multi-task efficiently.
- Ability to manage a diverse staff and address human resources issues appropriately.
- Demonstrates strong administrative skills and abilities.
- Commitment to related personal and professional development.

Key Responsibilities:

- Responsible for supervising community relations activities and fundraising initiatives
- Provides leadership and support to the Community Engagement team/Volunteers
- Supports activities of the Communications & Marketing team while managing all aspects of Donor Management
- Oversees community engagement events, including meetings and presentations to community organizations, and liaises with community ambassador
- Lead Fundraising activities
- Directly supervises the Volunteers and Special Events Coordinator
- Ensures effective overall administration
- Undertakes any secondary tasks and responsibilities deemed necessary for a robust Community Engagement program at TZF
- Ad hoc duties as assigned

Desired Knowledge, Education and Experience:

- Minimum 3 years experience in a related position, including previous experience in supervising and supporting a diverse staff team.
- University degree in a related field of study considered an asset, though an equivalent combination of experience and education will be considered.
- Solid understanding of non-profit organizations.
- Excellent organizational and interpersonal skills; demonstrates sensitivity and tact in interpersonal relations.
- Excellent English written and verbal communication skills, including well-developed public speaking skills.
- Proven ability to network with community resources, build relationships and create community partnerships.
- Willingness to work flexible hours, including evenings and weekends as required.
- Proficiency in French an asset.