



Every Kid in Our Communities Coalition

Position: Planning Coordinator

Position Type: Part Time, Permanent Independent Contract (14 hours/week)
The Planning Coordinator will be required to pay all of their own fees, taxes and deductions.

Reporting to: Co-chairs of Every Kid in Our Communities Coalition (EKIOC)

Work Location: Remote and Flexible Workspace.

Job Summary:

EKIOC is a coalition of children's services providers and community members that was formed to work collaboratively to improve life for every child and youth in Leeds & Grenville Counties through activities related to early intervention and prevention of mental health issues through addressing such things as social determinants of health, building resiliency, promoting developmental assets, coordinating services and working collaboratively from a family centered approach. The Planning Coordinator works to promote the coalition's mission and vision throughout our communities and works from a Collective Impact Approach (Tamarack).

Responsibilities:

- Facilitating, and coordinating community planning activities
- Organizing lead table meetings including room bookings, agenda creation and distribution of agendas, minutes and reports
- Coordination of internal and external communications
- Create new and strengthen existing community partnerships
- Seeks funding opportunities to support the development of initiatives
- Coordinating activities and assisting work groups to outline workplans and indicators
- Support the work of the working groups through obtaining relevant data, literature and research to support the coalition's activities
- Incorporates and strengthens the promotion of developmental assets
- Support the Lead Table with the strategic planning process

Qualifications:

- Combination of formal education and experience
- Formal education in a field such as social services; education; community planning and development
- Experience in community planning and partnership development
- Demonstrated capacity to prioritize work and attain deliverables



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- Understanding of Developmental Assets (Search Institute)
- Knowledge and experience working from a collective impact perspective
- Demonstrated ability to work collaboratively with individuals and groups
- Strong communication skills
- Skill and experience in project management
- Awareness of Leeds & Grenville community services and resources