

# **SPECIAL OLYMPICS PRINCE EDWARD ISLAND POSITION DESCRIPTION**

## **TITLE**

Community Engagement Coordinator

## **DESCRIPTION**

The Community Engagement Coordinator is the staff person of Special Olympics PEI (SOPEI) responsible for the overall stewardship, operational, and strategic responsibilities of meeting the Healthy Communities Project criteria as established by Special Olympics International. The Healthy Communities Project is a local initiative that builds on the Special Olympics Healthy Athletes program which provides health assessments, education, services, and care at clinic events for athletes globally.

The Community Engagement Coordinator will also provide ongoing administrative and event support to the PEI Law Enforcement Torch Run (LETR) while serving as a liaison between each responsibility. The LETR committee is linked to an international initiative that began in 1981 and is the largest public awareness and grassroots fundraising vehicle in the world. In PEI, every year law enforcement personnel from across the province collaborate for a series of annual fundraisers that benefit Special Olympics PEI.

The ideal candidate will be comfortable in a role that blends partnership management, community development, and communications with basic operational and logistical responsibilities required to ensure plans are well executed.

## **QUALIFICATIONS**

- Minimum of Bachelor's degree or a diploma in a related field.
- Minimum of 3-5 years of experience in health program, community development and/or event management, with a particular focus on implementing multi-year projects through collaboration with a range of partners;
- Experience in the areas of marketing/fundraising and communications;
- Understanding of the links between holistic health and determinants of health
- Demonstrated knowledge and sound technical knowledge of health sector service delivery including an understanding of the main health systems challenges for people with intellectual disability.
- Valid Prince Edward Island driver's license and access to a vehicle.
- Experience stewarding partners and successfully facilitating a diverse group in planning and operations while creating solutions to address competing priorities;
- Strong communication, interpersonal and influencing skills, including a demonstrated ability to build and maintain networks, effectively resolve conflict, provide advice and communicate effectively in English (both in writing and verbally) on sensitive issues with professionally diverse range of stakeholders;

- Ability to work evenings and weekends to staff community events and activities that often do not take place during regular work hours;

### **SKILLS AND ABILITIES**

- Demonstrated ability to maintain and monitor an operating budget and prepare reports;
- A proven ability to manage multiple projects and meet deadlines;
- Ability to facilitate groups through to consensus and manage conflict
- Comprehensive computer/web site management skills as well as excellent written and verbal communication skills; as well as proofreading skills
- Self-directed and enthusiastic team player, who is comfortable in collaborating with other team members on their priorities, as well as initiating involvement of others when required;
- Requires some physical labor in loading/unloading equipment at events and office.
- Proficiency in managing information systems and databases relevant to program development.
- Understanding of and/or experience in advocacy issues to do with the rights of people with disabilities.

### **RESPONSIBILITIES**

#### **PROJECT MANAGEMENT**

- Develop contracts or MOU's with partners and suppliers
- Ensure completion of the environmental scan
- Serve in an operational role in implementing the activities outlined in the plan in all on-the-ground operations and liaising with the various departments of Special Olympics PEI where needed for support and integration with other functional areas;
- Working closely with the Regional Healthy Athletes Manager, Clinical Directors, and other key stakeholders such as athletes and families, pilot new SOI programming within the Program in an effort to meet the Healthy Community criteria.
- Work closely with the PEI Law Enforcement Torch Run committee to implement their annual plan.
- Establish an advisory committee for partnership development to expand networks within the system and community
- Foster learning and innovation for the Project by implementing regular review and reflection cycles including participation in conference calls with Special Olympics International and other Healthy Community project teams;

## MANAGEMENT AND ADMINISTRATION

- Keep detailed records and supply a monthly report to the Program Director and Board of Directors on program performance to budget.
- Review 2016 Health Report and other data/resources from 2015-2018 to establish baselines of the impact
- Seek out diverse partnership opportunities with but not limited to: Schools, Athlete Leadership Programs (ALPs), and Community Groups.
- Implement a Healthy Athlete incentive or badge program for members to work toward collective and personal goals
- Be responsible for the volunteer screening process and maintain a database of all members (registration, medical records, competitions and history).
- Implement a volunteer orientation/recruitment package.
- Effectively engage all partners in the planning and implementation of the project including athletes to create inclusion, clear delineation of responsibilities and effective coordination;
- Perform other duties as assigned by the supervisor(s).
- Develop a list of healthcare providers who will accept athletes as patients for follow-up care
- Compile training resources to meet identified needs and develop/implement training workshops for students or healthcare professionals
- Provide input to curriculum of health provider education in Atlantic Canada
- Establish a nomination and selection process for recognizing local health partners for their contribution to the project.
- Engage in health conferences/committees

## COMMUNICATION

- Ensure a communication strategy is developed and integrated throughout the Healthy Communities project while engaging the LETR to tell the "Health Story"
- Develop sufficient knowledge of Special Olympics to answer general questions and speak on behalf of the organization as required.
- Promote the Project among the health community through participation in relevant workshops, conferences and committees.
- Facilitate communication between advisory committees, staff, and other stakeholders
- Connect athletes and appropriate/required health service providers following Healthy Athlete events through various mediums (phone, mail, social media, etc.)
- Share programmatic successes via social media and other SOI communications tools;

## FINANCIAL

- Follow all fiscal controls at all organizational levels.
- Utilize cost control strategies during all contract negotiations;
- Maintain fiscal responsibility for the project by monitoring a budget, ensuring expenses are within budget spending parameters and financial reports are submitted in a timely manner in coordination with the Program Director;
- Monitor and forecast budget requirements;

## SUSTAINABILITY, EVALUATION, AND RISK MANAGEMENT

- Provide support to Special Olympics PEI in regards to grant writing, fundraising and partnership cultivation to bring new resources that support the projects sustainability;
- Leverage LETR funding and expertise to support both the LETR mandate and the Healthy Communities project.
- Participate in SOI/SOPEI monitoring and evaluation efforts by collecting and providing data on performance measures and objectives related to the Healthy Communities criteria and facilitating data collection and site visits by SOI program evaluation team.
- Identify, monitor and respond to risks to Healthy Communities success.
- Confirm criteria for selection of new funding partners, create a business case and make recommendations
- Integrate programs or enhancements created into existing health programs
- Work with Special Olympics Canada on the inclusion of Special Olympics Canada National Partners and Sponsors;
- Ensure appropriate sponsor servicing and recognition.

## **SUPERVISION**

The Program Director supervises the performance of the Community Engagement Coordinator and conduct annual written performance evaluations.

## **SUPERVISION EXERCISED**

The Executive Director directly supervises all Special Olympics staff.

## **MISSION**

*Special Olympics PEI is dedicated to enriching the lives of Islanders with an intellectual disability through sport.*

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Engagement Coordinator

\_\_\_\_\_  
Date