



Headwaters
Communities
in Action

Making Life Better Together

JOB POSTING

Community Engagement Coordinator

Headwaters Communities in Action (HCIA) is a citizen-led charitable organization supporting long-term community well-being in Dufferin County and Caledon. We are hiring a **Community Engagement Coordinator** (contract, part-time, with potential to extend to full-time).

- **Location:** Work from home, with some in-person duties in Dufferin County and Caledon. Local residents preferred.
- **Transportation:** Required
- **Apply by: 11:59pm Monday July 14, 2025**

About the Role

Reporting to the Executive Director, you will develop and implement communications and engagement strategies for HCIA and programs on its Shared Platform, and lead coordination of **Volunteer Dufferin**, a project connecting residents with opportunities for community engagement.

Key Responsibilities

Communicating

- Research, surveys, storytelling, newsletters, reports, and digital content.
- Manage digital marketing, websites, and social media for multiple channels and accounts using a content calendar.
- Create outreach materials for awareness, engagement, and fundraising.
- Present updates via webinars and events; track key metrics via reports.

Connecting

- Attend events, engage with the community, and build relationships.
- Link HCIA Playbook and project goals to foster collaboration and shared impact.
- Help residents connect with opportunities that match their interests, skills and values.

Coordinating

- Monitor the Volunteer Dufferin portal, support users, and liaise with the Advisory Team.
- Maintain communications and social accounts, manage logistics.
- Support networks and communities of practice (e.g. meeting coordination, member updates, storytelling, research, follow-ups).
- Coordinate and facilitate community conversations and public consultations



JOB POSTING

Community Engagement Coordinator

What You Bring

- Passion for community building, communications, storytelling and collaboration.
- Strong writing, listening, research, and facilitation skills.
- Ability to facilitate dialogue, connection and consensus among diverse groups.
- Ability to create content across formats (digital, print, social, video, events).
- Experience in nonprofit marketing, community engagement, and public relations.
- Tech-savvy: Constant Contact, Canva, iMovie/CapCut, Wordpress/CMS, social media, Zoom, Microsoft/Google tools, and more.
- Knowledge of CASL, AODA, copyright, and equity/accessibility best practices.
- Organized, creative, and able to manage multiple projects and deadlines.
- Familiarity with civic processes and municipal government is an asset.
- Must have reliable internet, own computer, phone, and access to transportation.

What We Offer

- Meaningful work with a respected community organization
- Supportive, collaborative team of changemakers
- Administrative and governance support
- Competitive pay

Compensation: \$30 per hour	Hours: 21 hours per week average, possibly more. Hours and days are flexible with some scheduled, firmly time-bound activities.
Location: Work from home, with some in-person activities in Dufferin County and Caledon. Local residents preferred.	Term: 12 month contract August 2025 to July 2026 with possibility of extension.

How to apply

Submit a resume and cover letter:

By deadline: **11:59pm Monday July 14, 2025**

To: **Elizabeth Hawkins, HCIA Leadership Council Chair** action@headwaterscommunities.org

Subject: **I want to be HCIA's new Community Engagement Coordinator!**

If at any point during the recruitment process you require accommodation, please let us know.

We thank all applicants for their interest. Only those selected for an interview will receive a response.

Information collected through this process is for the purpose of candidate selection and will not be used for any other reason.

HCIA supports Canada's voluntary [50 – 30 Challenge](#), which aims to advance gender parity and increased diversity on boards and in senior leadership roles.

