



WEST JASPER
SHERWOOD
COMMUNITY LEAGUE

JOB DESCRIPTION

League Coordinator

DETAILS

Reports to: League President | Works with League Board

Hours: 10 hours per week

Location: Hybrid/Flexible | 50% Remote work + 50% time in office or at League events as required

Pay: \$25/hour

Start Date: ASAP

SUMMARY

The West Jasper Sherwood Community League is seeking an experienced, multi-skilled leader who can support the League Board in its vision to create a *vibrant community*. This leader will be competent in a variety of areas, able to manage and administrate portfolios including: Grants, Online Platforms, Memberships, Rentals, Volunteer Development, and Programming. They will have strong personal organization and a desire to drive league goals forward with creativity.

This role is best suited for people who are empowering to others, system-minded, and can clearly articulate priorities and vision to others. They will drive focus to Strategic Goals and work effectively with board members and volunteers to maximize our league's impact.

Vision - A vibrant community

Mission - To provide opportunities for community connection and engagement through activities, public spaces, and platforms that serve our residents

Values - Welcomers, Connectors, Responsible Stewards, Community Champions, Improvement-Oriented

RESPONSIBILITIES

Community Engagement - 30%

- Engaging our membership and volunteers in meaningful ways
- Build relationships with key stakeholders
- Foster and maintain a group of volunteers. Activate them for our regular programs and events

Digital Platforms & Communications - 30%

- Continuing the setup & management of Communal as our primary database and system for managing league operations - reviewing Communal training guides online & meeting with a team member from Communal to improve our implementation
- Organizing our Google Drive for proper storage of documents
- Using Mailchimp for monthly newsletters and other email communications alongside board members and volunteers in this space
- Update the Website for current events, resources, and information as needed
- Ensure accuracy of newsletter, volunteer, and membership lists
- Compile a list of stakeholders we share league information with and regular update them with relevant news (councilors, BIAs, EFCL, stakeholders, community groups)
- Carrying out digital communications activities including social media.

Events & Programming - 25%

- Working with the board/members, assist in planning & execution of events & activities
- Taking direction for the board, implement approaches to community building and development that create a more vibrant community

Board Meetings - 5%

- Working with the Board Chair (President or VP), create board meeting agendas for monthly meetings
- Attend monthly board meetings & prepare reports on league activities from the prior month
- Take detailed notes for board meetings, creating action items for individuals afterwards
- Project Manage and support board members in completing tasks and responsibilities coming from board meetings

VALUES (expanded):

Welcomers - We hold a posture of respectfulness, inclusiveness, and seek to represent the people of our community well in our activities. We want people to love living in our neighbourhoods.

Connectors - We actively work to reach out to community members & stakeholders, using hospitality and relationship building. We know relationships are our greatest strength.

Responsible Stewards - We take seriously the importance of financial stewardship and governance so that we can be a trusted, responsible league. We know community building starts with stewarding our resources well.

Community Champions - We seek to support, engage, bring awareness to, and advocate on behalf of residents, businesses, and other community organizations for a stronger, uplifting community.

Improvement-Oriented - We are committed to constantly getting better to make our community safer, more caring, and our league as effective as it can be. We focus on solutions, not complaining.