



# Stella's Circle

Creating Community Together

## Social Enterprise Development Coordinator Operations Division

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year, championing growth and transformation through housing, mental health, and employment.

### The Position

The Social Enterprise Development Coordinator is responsible for coordinating promotional, engagement, event administration, venue booking, customer service, partnership development, and operational support activities that contribute to the growth, visibility, utilization, and sustainability of Stella's Circle social enterprises. The position supports revenue generation and community engagement through the promotion of social enterprise services, coordination of events and bookings, relationship-building activities, customer engagement initiatives, and maintenance of effective administrative systems.

### What You'll Do

- Supports initiatives that increase awareness, utilization, and engagement across Stella's Circle social enterprise services.
- Coordinates promotional activities and campaigns that support social enterprise growth objectives.
- Manages social media platforms and develops content calendars for designated social enterprise operations.
- Creates and coordinates promotional materials, advertisements, digital content, newsletters, and related communications.
- Supports development and maintenance of consistent branding and messaging across social enterprise operations.
- Monitors engagement metrics and recommends opportunities to increase awareness and participation.
- Collaborates with internal departments to promote programs, services, events, and organizational impact stories.

- Identifies opportunities to strengthen customer engagement, community awareness, and utilization of social enterprise services.
  - Coordinates venue inquiries, bookings, contracts, scheduling, and related administrative processes.
  - Acts as a primary point of contact for clients regarding event and venue-related inquiries.
  - Coordinates event logistics with internal teams, vendors, service providers, and community partners.
  - Supports planning and implementation of workshops, meetings, community events, private functions, and special events.
  - Maintains accurate booking records, calendars, procedures, and event documentation.
  - Assists with identifying opportunities to enhance venue utilization and customer experience.
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- Coordinates catering inquiries, quotations, bookings, confirmations, and customer communications.
  - Coordinates catering requests and event requirements with the Chef Coordinator and catering team through established operational processes.
  - Ensures high-quality customer service throughout the booking and event process.
  - Supports initiatives that contribute to business development, customer retention, and revenue growth.
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- Supports development and maintenance of positive relationships with community organizations, partners, customers, businesses, and stakeholders.
  - Coordinates collaborative marketing opportunities and community engagement initiatives.
  - Assists with initiatives designed to increase participation in social enterprise programs, events, and services.
  - Supports implementation of social enterprise growth initiatives and priorities established by the Manager of Social Enterprise.
  - Identifies opportunities to increase utilization of social enterprise services, programs, and facilities.
  - Supports outreach, networking, and relationship-building activities that enhance awareness, participation, and sustainability across the social enterprise portfolio.
  - Supports efforts to strengthen the visibility and impact of Stella's Circle social enterprises within the community.

## What You'll Bring

- Post Secondary diploma or degree in Marketing, Communications, Business Administration, Event Management, Hospitality Management, Public Relations, or a related field.

- Minimum three (3) years of progressively responsible experience in marketing, communications, customer service, event coordination, hospitality, business operations, community engagement, or a related field.
- Experience coordinating events, bookings, customer relationships, promotional activities, or administrative systems.
- Experience working within a non-profit, hospitality, community-based, or social enterprise environment is considered an asset.
- An equivalent combination of education, training, and experience may be considered.
- Strong communication, relationship-building, and customer service skills.
- Strong organizational, planning, and time management abilities with the ability to manage multiple priorities and deadlines.
- Proficiency with Microsoft Office applications, social media platforms, and digital communication tools.
- Demonstrated problem-solving skills and ability to work independently and collaboratively within a team environment.

## The Details

This is a full-time permanent position. The hourly rate for this position is \$21.41 - \$23.52. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave, birthday leave and three weeks vacation as well as 15 statutory holidays.

## How to Apply

Please send your cover letter and resume by June 12<sup>th</sup>, 2026 to:

Human Resources  
Stella's Circle  
Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at [StellasCircle.ca](https://StellasCircle.ca).

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.