

Stella's Circle

Hope Lives Here

Engagement Coordinator

(1 year position, with the possibility of extension)

About Us:

Award-winning. Inspiring, Values-Driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading community organization that works with over 1000 participants each year to help transform lives through housing, counselling and employment.

The Position:

Our core values are respect, wisdom, courage, innovate, and *connectedness*. That's where you come in. We are seeking a dynamic Engagement Coordinator with a passion for celebrating community and creating meaningful engagement with a variety of stakeholders. In this position, you will spend part of your time supporting the Marketing Manager with a range of marketing and communication activities. The other part of your time will be spent coordinating and evaluating holistic programming from therapeutic providers in to support participant integration and social interaction.

What You'll Do:

Responsibilities will include but will not be limited to:

- Assist the Marketing Manager with the implementation of marketing and communication plans.
- Assist in the preparation of internal and external marketing materials, including stakeholder newsletters, presentations, and reports.
- Develop and execute a social media content calendar.
- Help maintain an active online presence and monitor engagement and analytics.
- Coordinate a variety of expressive therapies and recreational activities from external providers that support participant wellness and integration into the community.
- Coordinate the activities of the Stella's Circle Inclusion Choir.
- Evaluate participant engagement and outcomes.
- Assist with special events for both Stella's Circle and Stella's Circle Foundation.

What You'll Bring:

- Bachelor's degree in marketing, communications, arts or social sciences.
- 2 years experience in a similar setting.
- Excellent written and verbal communication skills.
- Familiarity with digital marketing, social media, and analytics tools
- Skills and experience with light graphic design (Canva, Adobe)
- Strong organizational and time management skills.
- Ability to work collaboratively in a team-oriented environment.
- Enthusiasm for community engagement and relationship building.
- Understanding of the community sector and knowledge of community resources.
- Empathy and sensitivity when working with marginalized individuals.

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The Details

This is a full-time position. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation in addition to a flexible work environment. You must be flexible for hours of work as there will be some regular evening and weekend hours for this position.

Please send your cover letter and resume by November 28th to:

Human Resources Specialist
Stella's Circle
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated, charitable organization with a mission to transform lives through Real Homes, Real Help, and Real Work. An amazing 140-person staff team delivers programs and services rooted in social justice and self-determination. Learn more at 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 all qualified people, including racialized people, 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.