

## POSITION DESCRIPTION

<b>Title:</b>	<b>Community Engagement Officer</b>
<b>Reports to:</b>	Executive Director
<b>Hours:</b>	40 hours/week <ul style="list-style-type: none"><li>• Flexible hours Monday to Friday as evening and weekend work will be regularly required to accommodate community meetings.</li></ul>
<b>Position duration:</b>	16 month contract (November 2019 - February 2021)

The Cancer Assistance Program (CAP) is a community-based not-for-profit organization that provides free services for individuals affected by cancer, living in the greater region of Hamilton and surrounding communities. The Cancer Assistance Program provides practical and essential services that help cancer clients live at home while navigating their cancer journey.

The values which guide CAP's volunteers and staff, in their day-to-day efforts, are compassion, commitment, confidentiality, teamwork and responsible stewardship. The staff team works along-side of an expansive group of volunteers who are directly involved in the delivery of CAP's valuable and FREE services.

We are currently seeking a dynamic individual with local community experience in the role of Community Engagement Officer. This position will provide leadership as CAP seeks to increase services throughout Hamilton including neighborhoods that are currently under served.

The Cancer Assistance Program is a valued partner within the community's cancer-care network and is committed to future expansion in an effort to ensure that those in need of the practical supports offered through CAP, have access to the same.

## **SUMMARY OF POSITION**

### **GENERAL RESPONSIBILITIES:**

The Community Engagement Officer will be responsible for the research, identification, implementation and evaluation of a program that will increase awareness and usage of the Cancer Assistance Program's services within vulnerable Hamilton neighborhoods. The Community Engagement Officer will work in neighborhoods, which have been identified as presenting with a higher incidence of cancer diagnosis and higher rates of cancer-related mortality, to identify barriers and enablers to accessing and utilizing the Cancer Assistance Program's services.

The ideal candidate will have a background in public health, community service, or experience in working with Hamilton's CODE RED neighborhoods. Experience in communications/marketing, social media, graphic design, public speaking and event management will be an asset.

He/she will be responsible for building and maintaining relationships with various stakeholders to increase awareness of and support for our services. Working closely with the Development Team, the Community Engagement Officer will be responsible for:

- Identifying key neighbourhoods in Hamilton that do not utilize the Cancer Assistance Programs services, that are compromised due to the social determinants of health, that have a higher incidence of cancer diagnosis and mortality and are in need of supports to adequately manage treatment.
- Identifying the barriers and enablers for accessing and utilizing the Cancer Assistance Program's services.
- Researching and executing a variety of appropriate tactics for increasing awareness and use of the Cancer Assistance Program's services.

- Measuring the impact of these tactics on awareness and usage of the Cancer Assistance Program’s services.
- Creating an action oriented and evidence-driven engagement plan for long-term execution.

**KEY COMPETENCIES:**

- Knowledge of community groups and how best to connect with groups.
- Proven expertise in the development, organization, administration and execution of community events.
- Ability to analyze data and create strategies using the data to engage stakeholders.
- Strong interpersonal skills in establishing inclusive working relationships amongst diverse community groups.
- Strong project management skills.
- Ability to analyze results and recommend appropriate modifications for success.
- Ability to implement a communications and marketing plan and materials for the advancement of Cancer Assistance Program awareness and usage in the identified “CODE RED” neighbourhoods.
- Responsible for ensuring data regarding stakeholders and events on the Foundation database is current and accurate, including all data entry and information updates.

### **QUALIFICATIONS AND EXPERIENCE:**

- Post-secondary education or equivalent experience in communications, public relations, public health or community services.
- Marketing experience is an asset.
- Excellent oral and written communication skills.
- Proficiency in the use of all Microsoft Office applications.
- Proven ability to establish effective working relationships amongst diverse groups.
- Strong organizational (time management), analytical, and problem solving skills.
- Ability to multi-task, manage and meet tight deadlines.
- Must be able to work well independently and as a member of a team.
- Must have own transportation and the flexibility to work evenings and weekends.
- Valid driver's license and \$2,000,000 Third Party Liability Insurance.
- Presentation of a clear vulnerable police clearance check.

To apply, please submit resume to [humanresources@cancerassist.ca](mailto:humanresources@cancerassist.ca) by **Monday September 23, 2019**. Thank you to all those who have expressed interest but only those individuals chosen to move to the next stage will be contacted personally.