



GUYSBOROUGH DISTRICT BUSINESS PARTNERSHIP NEWCOMER COORDINATOR (PART TIME/TERM POSITION)

POSITION OVERVIEW:

Reporting to the Executive Director, the GDBP are seeking a self-starting, Newcomer Coordinator to join our team for a 1-year part-time, term position. The ideal candidate will play a key role in creating a welcoming environment for newcomers by planning engaging events; working to create a newcomer network by facilitating connections across the Municipality; and creating materials and a welcoming package for distribution in print and online. The Newcomer Coordinator will build on work already underway and work to carry out established goals of the Partnership. The successful candidate would also be very outgoing and approachable and must be comfortable with outreach to newcomers, locals and organizations.

KEY RESPONSIBILITIES:

Event Planning- Organize and coordinate events for newcomers and families to help them integrate into the community.

Managing Welcome Network- Establish and manage a welcome network to support newcomers in their transition to the Municipality.

Coordinating Matching Program- Oversee and further develop a matching program that pairs newcomers with local residents to foster connections and support.

Employer Training- Connect with employers to arrange training sessions to enhance their understanding of newcomer needs and support.

Collaboration- Working with other departments and existing organizations and groups in the Municipality and connecting with similar groups in the Region in the newcomers and associated fields.

Other- Other duties that may arise through the creation of this position.

QUALIFICATIONS:

- Education and experience in a multitude of fields related to this position will be considered and an asset.
- Strong and proven background in project management.
- Strong communication skills and community outreach experience.
- Experience in coordinating committees and events.
- Personal knowledge of the challenges faced by newcomers would be an asset.
- Knowledge of the municipality would also be an asset.