

# **DRA Neighbourhood Engagement Coordinator Contract Position**

**(Term: June 1, 2021 to December 31, 2021)**

The Victoria Downtown Residents Association (DRA) is the official community organization representing people living in the Downtown- Harris Green neighbourhood with respect to civic activities.

The DRA's aim is to foster a diverse, vibrant, and safe downtown, and its purpose is to promote, facilitate, support and undertake activities that will enhance the quality of life and the environment of the Downtown Community for its residents.

## **Overview**

The Neighbourhood Engagement Coordinator will be responsible to support DRA activities, including, but not limited to:

- Creating opportunities to increase community well-being, connectedness, and resilience within the Downtown-Harris Green neighbourhood.
- Identifying and nurturing opportunities for residents to participate and engage in activities to support the livability and social and physical environment of the Downtown-Harris Green neighbourhood.
- Seeking opportunities to secure funding for relevant programs and activities.
- Fostering linkages and partnerships among residents, businesses, non-profit organizations and others interested in improving the Downtown-Harris Green neighbourhood.

## **Primary Deliverables**

### **Community action, outreach and engagement**

- Assist the DRA Board in identifying and prioritizing key objectives and outcomes to create or enhance the well-being, connectedness, and resilience within and amongst residents of the Downtown-Harris Green neighbourhood.
- Develop action plans to achieve the identified DRA priority objectives and outcomes, undertake the necessary actions to support the DRA to achieve those objectives and outcomes, including creating and leading

projects, events and other activities of interest to the community.

- Identify grant opportunities for DRA activities and support Downtown-Harris Green residents in their My Great Neighbourhood Grant applications.
- Assist the Board Executive to locate a community meeting space/"home" for the DRA and make it operational.
- Assist the Board in ensuring DRA activities work to achieve the objectives of the City's Strategic Plan, Downtown Area Core Plan, the Official Community Plan, and other City plans and strategies, and, specifically, that plans for green space, urban farming, parks, parklets, children's playgrounds and pedestrian friendly areas are pursued where possible.
- Assist the Urban Ecology and Agriculture Committee to locate and develop a second community garden.
- Support outreach to diversify Board and Committee membership to include under-represented groups.
- Develop DRA partnerships with various non-profit and other organizations that operate in and/or deliver services in the downtown, to coordinate activities and undertakings of common interest.
- Assist the Land Use Committee with respect to CALUC meetings, including potentially acting as the moderator at public consultations.
- Undertake outreach to under-represented residents (for example, those in supported housing, young adults, immigrants and isolated seniors) to ensure they are included in both DRA and City consultations and activities.
- Liaise with City Councilors, Committees, and staff (the neighbourhood liaison, land use planning, streets and transportation, recreation, public safety and bylaw, etc.) as may be required.
- Help the Communications Committee plan and coordinate external communications, especially media relations, to increase awareness of the DRA and its activities.

### **Administrative**

- Attend Board meetings, assist with agendas and minutes, and update the Board on activities.
- Assist in completing annual and other reports and filings required by the City and others.
- Complete grant applications and report on grants as may be required

- Manage documents in Dropbox, and ensure privacy and other requirements are met.
- Assist with the production of the monthly e-newsletter, regularly update the DRA website and build social media influence.
- Develop a database of members, volunteers, sponsors, partners and funders.
- Any other projects, identified in consultation with the DRA, that may advance any of the above objectives.

## **Terms**

This is a contract position for up to 20 hours per week at the rate of \$30/hour, commencing June 1, 2021 or as soon thereafter as possible, terminating December 31, 2021.

The Contractor must supply their own cell phone, computer and workspace.

All expenses must receive prior approval by the Board President or the Board Treasurer.

The Contractor will engage with and informally update the Board Executive on a weekly basis, primarily using email, phone and Zoom contact. Further informal communications and liaison with Committee chairs or others may be required on a project basis, as pre-approved by the Board Executive.

The Contractor will be required to occasionally attend Board and Committee meetings, Downtown-Harris Green community events, and other activities on evening and weekends.

## **Qualifications**

The successful contractor must have:

- Post-secondary education in a relevant field (e.g. community planning and/or development, public administration, social science or other relevant field).
- Strong communication and analytical and problem-solving abilities and skills.
- Proficient computer skills including social media, office suite software, website maintenance, MailChimp, Survey Monkey

- Powerpoint and/or other presentation tools; demonstrated ability to use social media; and the ability and willingness to effectively use virtual meeting tools, including ZOOM.

**Additional desirable qualifications:**

- A good working knowledge of how municipal government operates, ideally within the City of Victoria or Capital Region District environments, and with some experience in land use planning.
- Experience in community building and engagement activities.
- Experience with volunteer and/or non-profit organizations.
- Project management and/or marketing.

**Competencies**

- Strong decision-making abilities – able to give and receive clear directions; ability to operate independently and be self-motivated.
- Planning, organizing and coordinating skills – clear and demonstrable ability to set goals, create action plans, prioritize tasks, pay attention to logistics and details, modify plans as necessary to meeting changing needs and priorities, improve work processes, allocate resources, work to deadlines, monitor and report on progress, and achieve results.
- Interpersonal skills – empathic, approachable and respectful of others; ability to build and maintain positive, long-term relationships.
- Communication skills – able to listen, speak and write accurately and with clarity; understand other viewpoints; give and receive feedback.
- Service orientation – responsive to community and stakeholder needs; able to work co-operatively within committees and across the organization to achieve goals; promotes organizational goals to meet organizational needs.

**To apply:**

Please submit an application and covering letter, together with two references and their email and telephone numbers, to:

[President@victoriadra.ca](mailto:President@victoriadra.ca) by no later than April 23, 2021.

The DRA appreciates all applicants' interest, but only the most qualified applicants will be contacted for an interview.