



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	School/Community Liaison Officer
Location:	West Lynn Heights School
Start Date:	As soon as possible
Hours/Days/Months:	6 Hours/Day, 5 Days/Week
Term of Employment:	Term to June 27, 2025
Salary:	\$28.10/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

The School/Community Liaison acts as a liaison between the school, parents and community partners. The incumbent works collaboratively with the school Principal and a collective of community organizations to carry out duties outlined in the Community School Plan.

QUALIFICATIONS

- Grade 12 and one year post-secondary education
- One year of experience in community programming and working with community groups with a strong understanding of community development principles.
- Knowledge of existing community and regional resources/agencies
- Proficiency in a variety of computer applications in a network environment
- Excellent interpersonal, verbal and written communication skills
- Strong organizational and time management skills
- Program development and coordination skills
- Ability to work in a cross-cultural environment
- Ability to develop and maintain records
- Ability to work independently and in a team setting
- Flexibility in hours of work

DUTIES AND RESPONSIBILITIES

- Develops working relationship with teachers to link curriculum requirements to community development activities
- Conducts surveys and/or needs assessment to help develop and deliver the school/community plan
- Assists with creating the school plan and strategies for community/school development
- Develops programs created as part of the community/school plan
- Organizes, plans and facilitates meetings, workshops and events that support the community/school plan
- Recruits, trains and coordinates volunteers
- Connects/builds relationships with parents and families
- Opens the school for recreational use (i.e. access to computers, family fun nights, community kitchen)
- Conducts home visits to make home/school connections with parents
- Liaises with community organizations to promote the school as a community school and serves as a resource to projects and organizations participating in the community school initiative
- Assists in promoting a welcoming school environment through home visits and networking with community groups
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. Laura Kelly, Acting Principal
West Lynn Heights School
Box 670, Lynn Lake, MB R0B 0W0
Fax: (204) 356-8363
Email: Laura.Kelly@fsdnet.ca

