



## **CONTACT**

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## POSITION:

### **COMMUNITY ANIMATOR, LEARNING CENTRE**

#### **ABOUT THE TAMARACK LEARNING CENTRE**

The Tamarack Institute, founded in 2002, is a charitable organization based in Waterloo, Ontario, Canada. The Tamarack Institute is a connected force for community change.

We work with leaders in non-profits, governments, businesses and the community to make the work of advancing positive community change easier and more effective. We do this by teaching and writing about collective impact, community engagement, collaborative leadership, community development, and evaluating community impact. We turn theory into action by connecting people into networks to share and learn together, and we work one-on-one with organizations to help advance their specific agendas.

Our belief is that when we are effective in strengthening community capacity to engage citizens, lead collaboratively, deepen community and innovate in place, our work contributes to the building of peace and a more equitable society.

#### **THE ROLE OF COMMUNITY ANIMATOR, LEARNING CENTRE**

Tamarack is looking for someone who would love to support and engage with learners as they grow their knowledge and skills in community change. If you have that rare

quality of having a positive outlook and are easy going while being detailed oriented, consider this opportunity. This job requires solid content management experience, marketing chops, a talent for writing, and good administrative skills.

Engagement is core to the work of Tamarack: Learners engage with knowledge and learning resources; network members engage with each other to collaborate, share and learn together; and they also engage with wider communities to learn about issues, involve stakeholders, and together take specific action in order to advance community change. As a Community Animator, Learning Services you will support the learner experience, marketing and support of events/workshops, and the overall Tamarack brand.

### **Key Tasks:**

Content Management, resource development and dissemination

- Support the **development of learning resources and tools**, and manage our resource libraries.
- **Publish knowledge content** including blogs, tools, case studies and papers on Tamarack websites
- **Support the development and delivery of monthly webinars** annually including supporting speakers, creating landing pages, social media engagement, creating webinar scripts, managing the webinars using GoToWebinar, and developing post-webinar materials.
- **Manage Tamarack's social media accounts** including drafting and scheduling posts and engaging with our learners through Facebook, Twitter and LinkedIn.
- Become a **master user of HubSpot** – our database, marketing platform and CMS – and support the Tamarack team in their use of the platform.

Learning Events

- Work with the learning centre team to **market all learning events**. You will be responsible for supporting marketing plans, event website creation, using our content management system, drafting marketing emails, promoting on social media, supporting marketing partners, and reporting.
- Provide **learner experience support** including managing registration and pre- and post-event learner communications.
- **In-person support during several events per year** covering roles such as welcoming and registering attendees, supporting speakers and workshop leaders, providing A/V support, supporting community tours, and other logistical tasks.

**Qualifications:**

- Proven experience and education, most often attached through completing a post-secondary degree and a minimum of three years of employment in a related position
- Effective content management and writing skills, advanced knowledge of social media and an ability to work within a Microsoft 365 virtual environment
- Ability to work remotely, both independently and in co-operation with a remote team, in a continually evolving organizational environment
- Highly relational, both in-person and online, to effectively build trust and commitment with members to ensure that they are engaged
- Highly organized, self-motivated and self-directed, with demonstrated skills and the capacity to multi-task
- Proven ability to build an annual workplan and meet deliverables and deadlines
- Ability to maintain a systems-level perspective as well as ensure that the detailed deliverables are met
- Bilingual (French and English) is an asset
- Willingness and ability to travel is required

**Supervision and Reporting:**

Community Animator, Learning Services will report to the Director, Tamarack Learning Centre Operations and work closely with the Senior Community Animator, Marketing & Communications. As a member of the Tamarack team you will be required to contribute to the achievement of Tamarack's overall strategic goals and deliverables.

**Salary and Work Environment:**

This job is full time and, as most jobs at Tamarack, can be home based though a half dozen trips or more per year will be required. Though we think this job would easiest if you lived within an hour of Waterloo, Ontario, for the right person you could do this job from anywhere in Canada.

The salary range for this position is \$40,000-\$55,000 with salary to be determined based on the experience and skills of the successful candidate. Tamarack also provides Bring Your Own Device monthly allowances, a benefits and RRSP package and operates within a progressive management philosophy.

**Application Deadline: November 29, 2017**