



## **Community Engagement Coordinator (24 Months)**

### **Social Impact & Development Team**

**Location:** Alberta (Remote/Hybrid, with travel)

**Part-time, 25 hours/week (24-month contract - April 26 to Mar 28)**

**Hourly Rate:** \$32.10 + 4% vacation pay

### **About Rural Development Network (RDN)**

Rural Development Network (RDN) works alongside rural, remote, and Indigenous communities to design practical, community-driven solutions. We focus on turning data, local knowledge, and lived experience into action, supporting long-term, systems-level change.

### **The Opportunity**

We're looking for a Community Engagement Coordinator to support a national initiative focused on veteran homelessness in rural, remote, and Indigenous communities.

This role is centered on meaningful engagement, ensuring the voices of veterans, service providers, and communities directly shape the direction of the work and the resources developed.

You'll be coordinating and supporting engagement activities across Canada, both virtually and in person. This includes planning, logistics, facilitation support, and making sure participants feel respected, prepared, and heard.

### **What You'll Do**

#### **1. Engagement Planning & Facilitation**

- Coordinate and support in-person and virtual engagement activities
- Co-facilitate sessions and interviews in a way that is respectful and inclusive
- Develop clear, accessible materials (agendas, guides, summaries, presentations)
- Build relationships with veterans, service providers, and community partners
- Support outreach to ensure diverse participation across communities
- Approach all engagement with **empathy, professionalism, and trauma awareness**

#### **2. Logistics & Coordination**

- Lead logistics for engagement activities (travel, venues, participant supports, etc.)
- Act as a consistent point of contact for participants before, during, and after sessions
- Ensure participants feel informed, prepared, and supported
- Maintain accurate records of engagement activities and participation

#### **3. Knowledge Gathering & Mobilization**

- Capture key insights and themes from engagement activities
- Support analysis alongside the Project Research Coordinator
- Ensure participant input is reflected clearly in project outputs



- Contribute to tools, resources, and reports
- Support knowledge sharing through summaries and presentations

#### 4. Collaboration & Project Support

- Work closely with internal team members and advisory groups
- Contribute insights to strengthen project delivery
- Support the integration of **trauma-informed and culturally responsive approaches**
- Help ensure alignment across engagement, research, and project outputs

#### **What You Bring**

- 3–5 years of experience in:
  - Community engagement
  - Partner or stakeholder coordination
  - Program or project support
- Strong facilitation skills and ability to create inclusive spaces
- Experience coordinating events or engagement sessions (virtual and in-person)
- Excellent relationship-building and communication skills
- Strong organization and attention to detail

#### **Assets**

- Experience working with veterans (Canadian Armed Forces and/or RCMP communities)
- Understanding of trauma-informed and culturally responsive approaches
- Experience in rural or remote communities
- Familiarity with homelessness or service access challenges

#### **Working Conditions**

- Primarily remote, with travel required for community engagement, meetings, and events
- Valid driver's licence required

#### **How to Apply**

Submit your resume and a brief cover letter outlining your relevant experience and interest in the role to: [careers@ruraldevelopment.ca](mailto:careers@ruraldevelopment.ca)

#### **Eligibility to work in Canada**

We welcome applications from candidates eligible to work in Canada. If you are not a citizen or permanent resident, please review your visa to confirm eligibility.

#### ***Equal Opportunity Statement***

RDN is committed to building an inclusive and diverse workforce and encourages applications from equity-seeking groups, including rural, remote, and Indigenous communities.

Accommodations are available throughout the recruitment process upon request.