



Job Opportunity – Ethiopian Association KW

Posted Date:

August 29, 2025

Job Title:

Community Outreach Worker

Reports To:

Executive Director

Position Type:

Part-time (21 hours a week), 12 months contract

Location:

Kitchener-Waterloo, Ontario (with occasional travel within the region)

Pay Scale:

\$25-\$27 per hour depending on experience and expertise

Start Date:

October 6, 2025

Position Overview:

The Outreach Worker, Event Organizer & Administrative Assistant is a dynamic, community-facing role that blends **direct engagement, event coordination, and administrative support** to advance the Ethiopian Association of Kitchener-Waterloo and Surrounding Areas mission. This position involves **building relationships with community members, planning and executing impactful events, promoting programs, and supporting day-to-day office operations** to ensure smooth organizational functioning.

Key Responsibilities

1. Outreach & Relationship Building

- Identify and engage with community members, particularly underserved or marginalized individuals.
- Build rapport and trust with individuals, families, and community groups.
- Assess community needs, barriers, and goals.
- Provide support, advocacy, and referrals to relevant services.
- Collaborate with other community organizations, service providers, and government agencies.
- Listen and respond to community needs

2. Event Planning & Execution

- Develop and implement community events, cultural celebrations, workshops, and training programs.
- Manage all event logistics, including venue booking, budgeting, marketing, and staffing.
- Coordinate with speakers, performers, vendors, and volunteers.
- Promote events through social media, community networks, and traditional media.
- Evaluate events and provide recommendations for improvement.

3. Program Promotion & Communication

- Create and distribute promotional materials (brochures, newsletters, flyers, social media content).
- Maintain and update the organization's website and social media channels.
- Build awareness of the organization's mission, programs, and initiatives.
- Maintain communication with community members, stakeholders, and funders.

4. Data Collection & Reporting

- Track outreach and event participation metrics.
- Maintain accurate databases of community contacts and program participants.
- Prepare reports, presentations, and summaries for board meetings and funding requirements.

5. Volunteer Coordination

- Recruit, train, and supervise volunteers for outreach and events.
- Provide ongoing support, recognition, and engagement opportunities for volunteers.

6. Administrative Support

- Serve as the first point of contact for phone calls, emails, and walk-in visitors.
 - Schedule meetings, take minutes, and prepare agendas.
 - Maintain and organize digital and physical files.
 - Assist with grant applications, proposals, and funding reports.
 - Process invoices, receipts, and basic bookkeeping tasks in coordination with the finance team.
 - Maintain office supplies and equipment.
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Required Skills & Competencies

- Excellent interpersonal and communication skills (verbal and written).
 - Strong organizational and time-management skills.
 - Ability to build relationships with diverse cultural and socio-economic groups.
 - Proficiency with Microsoft Office Suite, Google Workspace, and social media platforms.
 - Ability to work independently and collaboratively as part of a team.
 - Strong problem-solving and conflict resolution skills.
 - Flexibility and adaptability in a fast-paced, changing environment.
 - Commitment to community engagement and social impact.
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Qualifications

- Post-secondary education in social work, community development, event management, communications, or related field (or equivalent experience).
 - Minimum 2 years of experience in outreach, event coordination, or community engagement roles.
 - Experience in administrative support or office management preferred.
 - Knowledge of Ethiopian culture, language (Amharic, Oromo, or Tigrinya), and community is an asset.
 - Valid driver's license and access to a vehicle is an asset.
 - Ability to work day time and occasionally evenings and weekends as required for community events.
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Working Conditions

- Primarily office-based with frequent off-site community engagement.



- Evening and weekend work required for events.
- Hybrid work arrangements may be considered.
- Strong presence in Waterloo Region. Preference will be given to applicants from Waterloo Region.

If interested, please email your cover letter stating what makes you the perfect candidate for this position, and your resume directly to ed@eakw.ca by **September 13, 2025, 5 PM** Eastern Time.