



PLEASE POST IMMEDIATELY

**PROJECT COORDINATOR – COMMUNITY HUB
1 year Contract Position**

Rose of Sharon Services for Young Mothers is a registered charity that provides free programs and educational services in York Region to more than 300 vulnerable prenatal and parenting youth annually. For 40 years, our programs have empowered young mothers to embrace their strengths, build parenting skills, deepen their knowledge of child development, and develop the personal capacity to overcome barriers. Offered both online and on-site in a welcoming, inclusive space, youth parents set goals and work toward creating the future they envision for themselves and their children. For more information, please visit: roseofsharon.com

JOB OPPORTUNITY:

30 hours per week, full-time some evenings and weekends.

Funded through a 1-year grant, the **Project Coordinator - Community Hub** is responsible for coordinating partner-led youth programming for a new community hub. This role serves as the primary liaison between Rose of Sharon and external community partners, supporting the scheduling, booking, and smooth delivery of workshops and programs in the building.

This position focuses on program coordination, partnership management, and hub operations. The role does not include staff supervision and reports to Rose of Sharon's Program Manager.

DUTIES AND RESPONSIBILITIES:

Community Hub & Partnership Coordination

- Act as the primary point of contact for community organizations delivering programs and workshops in the community hub.
- Build and maintain positive working relationships with non-profit, public, and community-based partner organizations.
- Liaise with partners to coordinate program schedules, space needs, and logistics.
- Support partner organizations in delivering workshops for both agency clients and their own participants.
- Ensure partner programming aligns with organizational values, policies, and safety standards.

Space Booking & Hub Operations

- Manage the community hub calendar, including room bookings and shared space scheduling.
- Coordinate space usage to ensure efficient, equitable, and conflict-free access.

- Communicate space availability, usage guidelines, and expectations to partners.
- Coordinate room setup, equipment needs, accessibility considerations, and basic on-site orientation.
- Book and track client transportation to/from workshops (Uber)
- Identify operational or scheduling issues and work collaboratively to resolve them.
- Responsible for workshop refreshments, grocery shopping and food preparation for every hub workshop

Program Coordination & Quality Support

- Coordinate the delivery of partner-led and internal programs to ensure a positive participant experience.
- Monitor program activity, client attendance tracking, and hub utilization.
- Collect feedback from partners and participants to support continuous improvement.
- Support program evaluation and reporting by tracking relevant data related to hub usage and programming.

Administrative & Reporting Responsibilities

- Maintain accurate records related to space bookings, partner agreements, and program schedules.
- Work with Finance Manager to manage project budgets and financial reporting.
- Assist with preparation of reports related to community hub activity and outcomes, including funder or internal reports.
- Support the development and maintenance of community hub policies, procedures, and user guidelines.
- Participate in meetings related to hub operations, partnerships, and program coordination.

Community Engagement

- Represent the organization professionally with community partners and stakeholders.
- Participate in community meetings, networking opportunities, and collaborative initiatives as required.
- Support organizational events, initiatives, and special projects related to the community hub.

Other Duties

- Participate in agency fundraising and/or community events as required.
- Perform other related duties as assigned.

QUALIFICATIONS AND SKILLS:

- Post-secondary education in community development, social services, nonprofit management, public administration, or a related field.
- Experience coordinating community-based programs, partnerships, or shared spaces in a non-profit or community setting.

- Strong organizational and time-management skills, with the ability to manage multiple schedules and priorities.
- Excellent interpersonal, communication, and relationship-building skills.
- Demonstrated ability to work collaboratively with diverse partners and stakeholders.
- Strong problem-solving skills and ability to handle scheduling or logistical challenges.
- Proficiency with standard office software and scheduling tools.
- Ability to work flexible hours, including occasional evenings or weekends.
- A satisfactory Vulnerable Sector Criminal Records Check.
- Valid driver's license and access to a reliable vehicle may be required.

PERSONAL SUITABILITY:

- Collaborative, flexible, and solutions focused.
- Respectful, non-judgmental, and culturally responsive.
- Strong attention to detail with a service-oriented approach.
- Commitment to the organization's mission, values, and community-centered work.

WORKING CONDITIONS:

- Work is primarily based on-site in the community hub.
- Some travel may be required for meetings or community engagement activities.
- Occasional lifting or moving of light materials related to room setup.

SALARY:

- Salary range of \$24-\$28 per hour x 30 hours per week + Benefits

Application Deadline: February 13, 2026

Please forward resumes and cover letters to: lknipe@roseofsharon.com by February 13, 2026.

We thank all applicants for their interest. We will contact only those selected for an interview. For more information about Rose of Sharon, please visit our website at: roseofsharon.com. Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: lknipe@roseofsharon.com and identify the job title in the subject line.