

POSTING NOTICE

COMPETITION #: SC-296-2627

POSTING DATE: July 6, 2026

CLOSING DATE: July 15, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Coordinator, Community Engagement

CLASSIFICATION: Field

SALARY: Level 6, Non-Instructional Salary Grid

LOCATION: Melfort or Nipawin, SK – to be determined based on the applicant

START DATE: As soon as possible

HOURS: 975 hours per annum

STATUS: Permanent / Part-Time

IMMEDIATE SUPERVISOR: Lisa Cadieux de Larios, Manager, Indigenous & Global Initiatives

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Reporting to the Manager, Indigenous & Global Initiatives, this position supports prospective and current students in Suncrest College programs, while coordinating culturally relevant Indigenous and global engagement initiatives across the College and its partner communities. The Community Engagement Coordinator will support student transition and success by addressing barriers, connecting students to appropriate services, and supporting community engagement and partnership activities. This role will develop and maintain strong relationships with Indigenous communities, external agencies, and international partners. As such, travel within the region and to outlying First Nation communities will be required. The Community Engagement Coordinator must be flexible in delivering services both in person and remotely, based on student needs and accessibility to campus communities.

JOB DUTIES AND RESPONSIBILITIES:

1. Intake and Recruitment Support
 - Support the intake and recruitment process using multiple communication platforms.
 - Communicate concerns regarding applicant readiness or suitability to the appropriate coordinator.
 - Make referrals to Advisors for support and/or assessment as needed.
 - Deliver program information sessions, and workshops for delivery on campuses, in communities, or remotely via technology as assigned.
 - Meet with incoming students to develop plans for transition to school both on campus or remotely to begin identifying potentially relevant community and on campus supports.
 - Collaborate with Advisors, Coordinators, and community supports to develop transition plans addressing barriers such as transportation, daycare, funding, potential learning barriers, and accessibility.
 - Maintain confidential learner and administrative records and data for reporting and planning purposes.
 - Other duties assigned as deemed necessary for the successful fulfillment of the position.
2. Community Outreach
 - Develop and maintain an effective working relationship with frontline support workers, Indigenous communities and external agencies.

- Increase student connections to and awareness of community services by arranging presentations and workshops and by maintaining a directory of community, provincial, and national supports.
 - Participate on local interagency and other service agency committees to strengthen collaboration and information sharing.
 - Support the coordination and administration of community partnerships and agreements, including maintaining contact databases and supporting follow up activities.
 - Support international partnership agreements by coordinating initiatives
 - Coordinate culturally relevant meetings, events, and learning opportunities across campuses and communities, ensuring they are culturally relevant and effectively delivered.
3. Student Support
- Assist in the development and implementation of retention activities that support applicant transition
 - Coordinate initiatives to ensure international student body has access to required information and support.
 - Provide student support services as needed in consultation with Advisors, Instructors, Coordinators, and Program Manager to create a welcoming and supportive environment for all learners.
 - Liaise with communities and international partners to broaden the community's supports, whenever possible, and to assist with assessing risk factors and developing ongoing support strategies for retention and success.
 - Sit on college-level committees, as requested.
 - Maintain the confidentiality and privacy of the College and its clients.
 - Support the coordination of Knowledge Keeper and Elder engagement activities and services, including scheduling, communications, and logistical arrangements in accordance with cultural protocols.
4. Additional Duties
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience
- The minimum educational qualification for this position is a relevant post-secondary Diploma or Bachelor's Degree in Human Services, Community Development or a Behavioral Sciences field.
 - The minimum amount of practical, related experience required to perform the duties of this position is one year in a learner support role, coordination role or community development role.
 - A combination of education and experience applicable to the position assignment may be considered.
 - Demonstrated experience working in a cross-cultural environment, including Indigenous communities.
2. Knowledge, Skills & Abilities
- Demonstrated ability to provide effective mentorship and advising techniques to empower students.
 - An understanding of the systemic barriers of poverty and their impact on the learner.
 - Preference for someone familiar with the Indigenous communities in the region.
 - Ability to work in a multi-cultural environment, and to respect diversity.
 - Excellent group facilitation, interpersonal oral, and written communication skills.
 - Ability to work independently as well as cooperatively with others in a case-management approach.
 - Demonstrated competence and recent experience in the use of technology such as MS Teams, Microsoft Office Suite, etc., with the ability to learn and adapt to changing technology.
3. Other Requirements
- Valid Saskatchewan Driver's license is required with willingness to travel within the region and work flexible hours.
 - Satisfactory Vulnerable Sector Check Required