



BRANDON SCHOOL DIVISION

Job Description

Position	Community Connector
Department	Various Schools
Reports To	Principal

JOB PURPOSE

Under the direction of the School Principal, the Community Connector plays a key role in fostering strong relationships between the school, families, caregivers, and the broader community. This position supports the creation of a welcoming, inclusive school environment and strengthens partnerships that enhance student and family well-being. Collaborating with school staff and community partners, the Community Connector helps align community-based initiatives with school priorities and supports the goals of the Community Schools Program.

PRIMARY RESPONSIBILITIES

Without restricting the generality of the foregoing, the Community Connector, through consultation with the School Principal, shall:

- Promote and support a welcoming, inclusive, and culturally responsive school environment for students, caregivers, and families.
- Establish, foster, and sustain trusting, respectful relationships with families from diverse backgrounds.
- Build partnerships and collaborate with community groups, agencies, and local businesses to mobilize resources and supports (e.g., family resource centres, public health, non-profit organizations).
- Create and maintain a community room within the school that supports students and families by strengthening relationships, belonging, and responsive community programming.
- Collaborate with school administrators and staff to align community-based activities, services, and programming with school priorities.
- Plan, organize, and coordinate workshops, events, and learning opportunities for caregivers and families that are responsive to their identified needs and interests.
- Coordinate and support programming that occurs before and after school and during school breaks (i.e. during the summer).
- Assist with the identification, preparation, and documentation of funding proposals and grant opportunities that support community school initiatives.
- Obtain, organize, and manage materials, resources, and supplies required for programming and events.
- Maintain accurate and organized records. Support financial tracking by compiling documentation related to Community Schools Program funding, expenditures, and reporting requirements.
- Conduct community surveys and feedback processes to inform planning, programming, and continuous improvement.

- Support the development and distribution of communication materials, including posters, newsletters, emails, and social media content.
- Assist with school–community planning processes, program evaluation activities, and the preparation of year-end and summary reports.
- Participate in meetings, professional learning opportunities, events, and activities related to the Community Schools Program.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

COMPETENCIES

- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (ie. policies and procedures) and demonstrate reliability and integrity daily.
- **Teamwork**– Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

WORK CONDITIONS

Physical Conditions

The duties of the Community Connector are carried out in a variety of environments but primarily within a school setting.

- Work involves a combination of sedentary tasks (e.g., computer work, documentation, communication) and active tasks (e.g., setting up community events, and workshops).
- May require standing, walking, and moving throughout the school and community for extended periods.
- Occasional lifting, carrying, and transporting of materials, supplies, and equipment (e.g., event resources, food items, program materials).

Psychological/Stress Conditions

- Work involves frequent interaction with students, families, and community members from diverse backgrounds, including individuals experiencing complex social, economic, or emotional challenges.
- Requires strong emotional resilience, empathy, and the ability to apply trauma-informed and culturally responsive practices.
- May involve managing sensitive or confidential information and navigating challenging or emotionally charged situations.
- Requires effective time management, prioritization, and the ability to balance multiple responsibilities, deadlines, and competing demands.
- Requires adaptability and problem-solving in a dynamic, community-based environment.

Environmental Conditions

- Exposure to varying environments depending on programming (e.g., indoor/outdoor events).
- Work schedule will include school breaks, before/after school, evenings and weekends, to support programming and events.

POSITION QUALIFICATIONS

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred, these are mandatory requirements of the position.

Knowledge, Skills, and Abilities

- Demonstrates a strong understanding of Indigenous worldviews and the historical and contemporary realities of Indigenous peoples in Canada to work in alignment with reconciliation principles to support culturally responsive and respectful practices.
- Practical knowledge of the Community Schools Framework and equity-focused approaches.
- Demonstrated understanding of the diverse strengths, identities, cultures, and needs of the children, youth, and families within the local community.
- Familiarity with grant writing, basic budgeting, and financial tracking.
- Demonstrated knowledge of computers and Microsoft Office software.
- Demonstrated effective communication, organizational, and relationship-building skills.
- Must hold a valid Class 5 Driver's Licence.

Education And Experience

- Post-secondary education in Community and Social Development, Community Support/Social Service Work (SSW), or a related field.
- Experience working with families, schools, or community-based organizations, community outreach, and/or program coordination/delivery.

Preferred Qualifications and Experience

- Training in trauma-informed practice, mental health literacy, and/or social-emotional learning is an asset.

NOTE: Position qualifications are measured through a variety of means such as, formal interview, application materials and reference checks.