



Community Relations Coordinator

Job Description

The mission of 4Korners is to strengthen community vitality in the Laurentians by using collective impact and direct programming with a focus on access to health and social services for the English-speaking population.

Location: Hybrid. Partially onsite in Lachute and Sainte-Agathe-des-Monts, Québec

Office: 508, rue Principale, Lachute

Reports to: Networking Partnership Initiative Program Manager

Salary: GR-3 (\$25 /hr - \$29 /hr), commensurate with experience

Status: Full-time (35 hours per week).

Are you a natural connector who loves turning community ideas into action?

4Korners is looking for a **Community Relations Coordinator** who is passionate about people, community building and making a difference.

We are looking for someone who is extroverted, autonomous, and community-driven, someone who can build relationships over coffee, represent the community at roundtables, organize engaging events, navigate digital media comfortably, and turn a good idea into a real project.

If you are a **people person, problem solver and “jack-of-all-trades”** who enjoys variety and thrives in a community environment, this could be the role for you.

About 4Korners

4Korners works to strengthen the vitality and well-being of the English-speaking community in the Laurentians through community engagement, partnerships, programming and collective action.

As Community Relations Coordinator, you will help ensure that the English-speaking community has better access to health and social services while creating opportunities for people to **connect, participate, contribute and celebrate the community they call their own.**

Your Role

In collaboration with the 4Korners team, you will work across the Municipalities of **Argenteuil, des Laurentides and des Pays-d'en-Haut**, building relationships with community members,

organizations, agencies, and local partners. Through these relations, you will be able to outreach the most vulnerable to connect them to the right programs.

Approximately **50% of your work will focus on improving access to health and social services** through the 4Korners' Networking and Partnership Initiative (NPI). Approximately **35% will focus on community vitality, culture, youth engagement, and community participation** through 4Korners' work supported by Canadian Heritage. The remaining **15% is dedicated to administration** and team support.

Build relations and improve access to services.

You will:

- Engage directly with English-speakers to understand their needs, priorities and barriers to accessing health and social services.
- Build strong relationships with health and social service providers, municipalities, community organizations and other regional partners.
- Represent 4Korners and the English-speaking community at committees, consultation tables, meetings and community events.
- Identify opportunities for collaboration and partnerships.
- Participate in outreach activities, events and information sessions.
- Share relevant information and resources with community members and partners, meeting them where they are.
- Help mobilize the community around issues affecting access to services.
- Contribute to data collection, community knowledge and reporting for the NPI program.

Create opportunities for community participation.

You will also help strengthen the vitality and visibility of the English- speaking community by:

- Producing, in collaboration with our digital content creator, **8–12 podcast episodes**, with a focus on youth-led and youth-oriented stories and topics.
- Organizing, in close collaboration with other program staff, **10–12 community speaker series** exploring culture, lifestyle, local stories, history and issues that matter to the community.
- Supporting activities and initiatives in Lachute, Sainte-Agathe-des-Monts and surrounding communities.
- Working closely with other 4Korners programs to develop activities that bring people together and encourage participation.

Be the person who makes things happen.

This is not a job where every day looks the same. It's about making real change in the lives of our community.

You might spend one morning meeting with a community partner, the afternoon organizing an event and the next day recording a podcast with young people.

You will need to be comfortable **taking initiative, managing several priorities, solving problems, and adapting quickly.**

Most importantly, you will be someone who enjoys being out in the community and building genuine relationships.

What You Bring

Required Qualifications and Skills

- Experience (3+ years) in community engagement, outreach, or relationship-building work, ideally with vulnerable or underserved populations.
- Post-secondary diploma or degree in social sciences, community development, communications, public health, or a related field (or equivalent combination of education and experience).
- Excellent oral communication skills in both English and French.
- Ability to communicate comfortably with diverse audiences and partners.
- Digital media literacy, comfortable using social media, virtual meeting platforms, and content-sharing tools to reach communities.
- Strong interpersonal and relationship-building skills.
- Strong organization and multitasking skills.
- A valid driver's licence, access to a reliable vehicle and willingness to travel throughout the Laurentians.

Assets (desirable)

- Experience in community development/mobilization or in the non-profit sector.
- Experience in health and social services.
- Knowledge of the Laurentians and its English-speaking communities.
- Experience organizing events, consultations or community activities.
- Experience with youth engagement.
- Experience creating podcasts, videos, social media or other digital content.

Why Join 4Korners?

At 4Korners, you will have the opportunity to make a **visible and meaningful contribution to the English-speaking community in the Laurentians.**

You will work with a passionate team, build relationships across the region and have the freedom to bring your ideas to life.

In addition, 4Korners provides its employees with:

- Insurance plans (medical, dental, life insurance, disability)
- Tele Health program
- A Retirement Savings Plan (after 1 year of service);
- Two weeks of paid vacation during the December holiday season;

- A paid Mental Health Day and a personal day per year. We value our team's Mental Health and follow a philosophy to contribute to a positive workplace;
- Flexi-time. Up to two weeks per year of remote work from anywhere in the world (after 1 year of service).
- Other benefits beyond the Labour Standards of Quebec;
- Competitive mileage rate and training;
- Cell phone and internet reimbursement stipend.

If you are someone who **likes people, likes variety and likes making things happen**, we'd love to hear from you.

Come help us connect people, build partnerships and strengthen our community.

Please note: You don't need *all* the qualifications, skills, and experience listed to apply for this position, just enough to thrive in this role. At 4Korners we are one team, one family. We support one another and achieve great results together.

How to apply

Please email your CV and cover letter stating your experience and outlining how your profile suits this position to recruitment@4korners.org

We appreciate the time and energy candidates put into this process, however only those chosen for interview will be contacted.

If you are selected for this role, you will be required to complete a successful pre-employment screening process which includes a satisfactory Enhanced Police Information Check (E-PIC).

4Korners is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e., persons with disabilities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so. Due to the nature of our work traditionally being women led, and to contribute to gender equality in the workforce, we also encourage men to apply.