
COMMUNITY ACTIVATION COORDINATOR

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

Daniels is looking to recruit a **Community Activation Coordinator** based at the Toronto office. Reporting to the Manager of Community Partnerships, this **one-year, full-time contract position** will focus on activating spaces and engaging residents within new condominiums to enhance a sense of community in projects across the Daniels portfolio. The position is ideal for a motivated self-starter and offers an exciting opportunity to work in a community-based setting.

Given the community-based responsibilities of this position, some flexible hours including evenings and weekends will be required.

RESPONSIBILITIES

- Plan, organize and deliver successful events and programs that serve to activate common and amenity spaces within new condominiums, build a sense of community, and result in networks that enhance engagement among residents
- Build relationships with residents of new condominium developments, engage them in activating new condominium community and common/amenity spaces
- Liaise with internal Daniels team and property management teams in new condominiums to engage residents, activate spaces and implement programs
- Represent Daniels in the community, and develop and maintain relationships with new and existing stakeholders (residents, partners, community organizations, etc.) to coordinate events, programs and projects
- Provide administrative support for ongoing community development projects and goals (areas of focus include but are not limited to local economic development, arts and culture, food and urban agriculture, health and physical activity, education and literacy, community engagement as well as social integration/cohesion)
- Support and participate in community events, tours and presentations geared to various audiences
- Compile data to track progress on and impact of community initiatives, sponsorships and social procurement
- Generate reports and progress updates on community engagement activities research and report on new trends in amenity and community offerings in new condominium developments

SKILLS/QUALIFICATIONS

- Previous experience in developing and implementing programs and engagement activities i.e. camps, student residences or community organizations
- Demonstrated knowledge, experience and/or academic background working in a community based setting
- Familiarity with real estate development, planning and construction processes would be an asset
- Exceptional communication skills and ability to effectively build and manage relationships
- Strong presentation and public speaking skills
- Excellent time management and organization skills with the ability to work on multiple projects concurrently
- Generalist and fast learner
- Strategic and critical thinker
- Microsoft Office Professional (Outlook, Word, Excel, PowerPoint)
- Experience and familiarity with Microsoft Office Project an asset

The Daniels Corporation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

If you are interested in this position, please send your cover letter outlining qualifications and experience and a resume to Fatima Saya, Manager, Community Partnerships by March 27, 2020 at fsaya@danielscorp.com.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.