Coordinator, Community Engagement & Social Change

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Coordinator, Community Engagement & Social Change

Experiential Learning Centre

Temporary full-time from August 16, 2021 to June 30, 2023
Hiring #: 2021-0288

Please read the Application Instructions [1] before applying

The Experiential Learning Hub requires an experienced professional to provide leadership in designing and expanding experiential, community-engaged learning and social change education programs that bridge the curriculum, co-curriculum, campus, and the community, and develop students’ capacity as active citizens beyond the classroom and graduation. Primary programs under the direct responsibility of the Coordinator, Community Engagement and Social Change include the Catalyst Learning Experiences (previously known as Project Serve Reading Week and Spring/Summer programs), and the Gryphons Read Program.

The Coordinator fosters and enhances partnerships with faculty, staff, students, and local, national and international organizations, leaders and representatives in Indigenous and under-represented communities, and public service sector employees. The Coordinator expands the Catalyst Experiences by researching current and pressing themes, designing curriculum and overseeing the delivery of co-curricular community-engaged learning programs for social change in local, national and international contexts. Curriculum design includes using experiential learning pedagogy to develop a learning arc for each program with training, resources, activities, volunteer opportunities, and critical and applied reflection. The Coordinator places significant emphasis on supporting students in the areas of goal setting, identity development, and the development of critical employability skills, knowledge and attitudes.

The Coordinator recruits, hires, trains, and provides ongoing support to qualified Team Leaders for Catalyst Experiences (staff, faculty, and graduate students) using a ‘Train the Trainer’ approach. The Coordinator is responsible for developing and implementing an inclusive participant recruitment strategy that seeks equitable and diverse representation of the student population. The Coordinator is responsible for overseeing the financial administration of the program, with an attention to making the programs both financially accessible to students and ensuring fiduciary responsibility of University funds. The Coordinator is also responsible for developing and overseeing risk management plans and emergency protocols, ensuring due diligence is upheld in responding to critical situations both locally and internationally. The Coordinator develops, implements and analyses rigorous assessment of clearly defined learning outcomes based on the established University of Guelph employability skills and/or other relevant assessment measures.

In partnership with the College of Arts and the Library, the Coordinator oversees the development of educational materials and the facilitation of the Gryphons Read campus-wide book club program. This program seeks to instill a love of reading and critical reflection in students, with an emphasis on highlighting coming-of-age stories from marginalized voices. The Coordinator oversees the design of resource material to support students’ reading experience and book club facilitation. The Coordinator also recruits and trains student book club facilitators, promotes the book club program, oversees administration of book club registration and facilitation, and assessment.

The Coordinator supervises, coaches and supports student staff, as well as Peer Helpers, in exploring and identifying learning goals and skill development milestones; collaborates with and supports the broader University community including academic departments, the colleges, student governments, and special status groups; leads and supports program development and research; represents the department on relevant campus, community, and Student Affairs planning and networking groups; provides general support to the work of the unit and department;
and acts as a resource to faculty, professional staff, and external agents on experiential and social change learning.

The Coordinator will report to the Manager, Campus and Community Integrated Learning. To be successful in this role, the incumbent is required to have:

- Undergraduate Degree (Master’s preferred) in community development, social work, social justice and equity studies, international development, or another related field, coupled with a minimum of three years of progressive experience working in community engaged learning and higher education.
- Strong understanding and practical experience in applying experiential learning theory in higher education.
- Excellent teaching, facilitating, presenting and writing skills.
- Ability to assess needs and to research, design, implement and evaluate educational programs.
- Excellent coaching and communication skills.
- Strong interpersonal and intercultural communication skills, with evidence of successfully building and strengthening partnerships.
- Highly developed skills in administration, organization, time/project management, and problem-solving.
- Demonstrated experience successfully planning and implementing intensive experiential learning programs;
- Demonstrated experience with development and implementation of risk management plans and emergency protocols, particularly within national and international contexts.
- Intermediate to advanced level Microsoft365, including MS Word, Excel and Powerpoint, is also required.

In addition to speaking to experiences and transferable skills that would support your success in the role of Coordinator, Community Engagement and Social Change, please use your cover letter to speak to your values in regard to social justice, equity, diversity, and inclusion, and how you would look to represent these values through your work if selected for the position.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 09
Closing Date: 2021 06 16