



# PROVIDENCE

## COMMUNITY LIFE COORDINATOR

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### POSITION OVERVIEW

Reporting to the Vice President of Student Life, the Community Life Coordinator works with the Student Life team in developing departmental event programming that engages the entire campus community. The Community Life Coordinator develops and carries out the student leadership program while also being the staff liaison for the University College Student Council. Event programming and student leadership is grounded in the institutional mission of “knowledge and character for leadership and service”, which involves facilitating a Christ-centered environment for the student body, promoting community connections, a healthy lifestyle, and holistic growth and development.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### DEVELOPING PROGRAMMING THAT IS MISSIONAL AND COMMUNITY-ORIENTED WHICH SEEKS TO HELP STUDENTS ACHIEVE STUDENT LIFE LEARNING OUTCOMES

- Overseeing the planning of community events
  - Ensuring the planning of events that meet the desires of students from across the wide array of social circles through STUCO, other members of the institution, or planned directly by the CLC
  - Attending and/or facilitating events
  - Throughout May-August, planning monthly events for those living on campus
- Promoting all Student Life events
  - Advertising events for the Student Life department through social media and posters
  - Maintaining awareness of all student events
- Oversee a team of students who will run events on campus
- Informal programming
  - Maintaining a sense of intentionality with the commuter and residence students (over lunch, daily interactions, etc.)
  - Maintaining ‘open-office’ hours for students to meet with the CLC



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## LEADING THE PLANNING AND IMPLEMENTING WELCOME WEEK

- Chairing regular meetings with Welcome Week Committee in order to plan a Welcome Week weekend that seeks to achieve Student Life Learning Outcomes
- Helping to execute Welcome Week events with the cooperation of the Welcome Week Committee

## DIRECTING ALL FACETS OF STUDENT LEADERSHIP

- Chairing a Student Leadership Committee (which could include the Community Life Coordinator, Residence Life Coordinator and VP of Student Life), which ensures that all student leader programming equips student leaders to both fulfill Student Life Learning Outcomes and help other students to do so as well
- Planning and implementing student leader orientation week in coordination with the RLD
  - Ensuring all programming prepares student leaders for the year ahead
  - Engaging faculty/staff to help train student leaders
- Planning and implementing ongoing training for student leaders on a monthly basis
- Planning the annual student leadership retreat in January

## OVERSEEING THE UC STUDENT COUNCIL (STUCO)

- Attending STUCO meetings
- Working closely with the UC Student Council in the planning and supporting of all STUCO activities (ideas, plans, events, etc.)
- Facilitating mentorship for STUCO members (ex. Facilitating the pairing of students with staff/faculty in similar/like positions)
- Acting as the direct liaison for STUCO President and VP for Student Life
- Maintaining accountability in STUCO's budget and spending

## DIRECTING COMMUTER STUDENT SERVICES

- Facilitating programming for commuter students that seeks to achieve Student Life Learning Outcomes
- Managing the Commuter Lounge (the Collegium)
  - Stock supplies, address issues, etc.
- Serving as a liaison for the STUCO commuter representative and all other commuters
- Organizing a commuter lunch during Orientation
- Coordinating an event for commuters to meet once per semester to discuss carpooling
- Managing commuter information on the Providence website



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## BUS ADMINISTRATION

- Maintaining a schedule of bookings, organizing driver schedules
- Collecting employment paperwork (for non-employee drivers), collecting MPI driver abstracts for each new driver, maintaining driver logs

## DEPARTMENTAL RESPONSIBILITIES

- Maintaining detailed records of departmental events, community events and STUCO events to aid in future planning
- Communicating with various departments in the planning of events
- Attending weekly Student Life department meetings
- Meeting regularly with the VP of Student Life

## COMPETENCIES

- Energetic, flexible, collaborative, and proactive; someone who can positively and productively impact the cross-cultural student life experience;
- Initiative: A willingness to take on responsibilities and challenges;
- Communication: Excellent oral, written, interpersonal, and cross cultural communication skills; able to move about campus and to interact with students, faculty, and staff;
- Confidentiality: Must be able to exercise discretion and confidentiality with personnel and student affairs;
- Leadership: A willingness to lead, model behaviour, demonstrate and offer direction;
- Dependability: Reliable, responsible, and fulfills obligations;
- Creativity: A large degree of creativity and a sense of humour required;
- Attention to Detail: Attentive to detail and thorough in completing work tasks;
- Strong organizational and administrative skills;
- Multi-task: Ability to work on multiple tasks, ability to prioritize

## EDUCATION & QUALIFICATIONS

- Bachelor's degree required;
- Master's degree in Student Development or Higher Education preferred;
- Excellent administrative skills;
- Experience in event planning;
- Proficient in MS Office 365;
- A Class 4 driver's license or a willingness to get one is preferred



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## PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

## WORK ARRANGEMENT

- Full-time, contracted position.
- It is recommended that the Community Life Coordinator live on or very near campus
- Work hours vary, given the nature of the position, and are subject to the events scheduled
- Weekend and evening responsibilities
- This is a contract position ending April 30, 2024

## APPLY

Submit a cover letter and resume by email to:

Angelle Arinobu, Interim Director of Student Life  
c/o Marlin Reimer, Director of Human Resources  
Email: [hr@prov.ca](mailto:hr@prov.ca)

Start Date: July 10, 2023, flexibility with later start date if needed. Contract end date April 30, 2024. The expectation is that this position will continue from year to year on an annual contract (normally from May through April) and can be renewed from year to year with the same employee.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at [prov.ca](http://prov.ca).