



JOB DESCRIPTION

Community Engagement Coordinator

1. DESCRIPTION

- 1.1 **ORGANIZATION:** Canadian Amateur Rowing Association (Rowing Canada Aviron)
- 1.2 **TITLE:** Community Engagement Coordinator
- 1.3 **JOB CATEGORY:** Full Time
- 1.4 **RESPONSIBLE TO:** Director of Partnerships and Sport Development

2. GENERAL RESPONSIBILITIES AND DUTIES

Reporting to the Director of Partnerships and Sport Development and working alongside other RCA staff, the Community Engagement Coordinator has a key role in ensuring that rowing in Canada thrives with a growing participant base that reflects the communities where rowing currently exists and will expand to. The Community Engagement Coordinator is responsible for supporting community-level equity, diversity and inclusion initiatives and sport development activities, including those that grow our sport beyond flat-water rowing.

3. SPECIFIC RESPONSIBILITIES

3.1. Diversity and Inclusion Community Support

- 3.1.1. Oversee the diversity, equity and inclusion awareness building and education initiatives for the community
- 3.1.2. Develop and support the delivery of RCA and community initiatives that welcome and retain individuals from underrepresented populations to rowing
- 3.1.3. Engage with, support, and grow a network of community leaders who are championing community DEI initiatives
- 3.1.4. Oversee all DEI grant administration, including member applications, progress and reporting
- 3.1.5. Source additional grant and funding opportunities for DEI programs and initiatives and oversee the associated reporting

3.2. Sport Participation

- 3.2.1. Support the creation of and activate the development plan for new and emerging disciplines, including and not limited to:
 - a community coastal, beach and touring development plan
 - the indoor rowing engagement plan for existing rowers and individuals new to rowing
- 3.2.2. Oversee the planning and delivery of community grow rowing initiatives
- 3.2.3. Source additional grant and funding opportunities for grow rowing programs and initiatives
- 3.2.4. Support sport development committees in fulfilling their mandates as assigned
- 3.2.5. Provide support to additional sport development initiatives as assigned

3.3. Finance and Administration

- 3.3.1. Assist with the creation and monitoring of DEI and Sport Participation budgets
- 3.3.2. Assist with completion of reports to funding agencies and other organizations