



Position: CommuniTEA Infusion Project Coordinator

Type: Part Time Contract

Pay: \$25/hour, 10 hours/week (total coordination budget of \$6000)

Contract Period: May 1st, 2024 - October 31st, 2024

Position Description:

CommuniTEA Infusion is a social change initiative run out of [Skills Society](#), a local not-for-profit organization that supports the citizenship of people with disabilities. The CommuniTEA Van is a mobile tea house that travels to neighborhoods around our city - creating a “pop up” town square where people come together, get to know each other and strengthen connections. The cool thing about the project is that it is run by people with disabilities who work as hosts. Check out our website and video to learn more (www.skillssociety.ca/projects/communithea-infusion).

The project coordinator is responsible for coordination and growing the CommuniTEA Infusion Project for the time period of May 1st, 2024 - October 31st, 2024.

Job responsibilities include:

- Coordinate and work alongside CommuniTEA Infusion hosts (persons with disabilities) and volunteers to provide community building experiences in Edmonton neighborhoods
- Grow the volunteer base for CommuniTEA Infusion
- Work with Skills Society leaders to coordinate CommuniTEA Infusion events in neighborhoods where Skills Society supports people with disabilities
- Coordinate and document every CommuniTEA Infusion event and post appropriate content on social media alongside other hosts
- Manage the CommuniTEA Infusion administrative responsibilities including maintaining supply inventory, submitting receipts, and completing required forms for grant reporting

The successful candidate will:

- Be enthusiastic and friendly with an interest in community development
- Be highly self motivated and able to work independently
- Have experience supporting the citizenship of people with disabilities
- Have excellent interpersonal, communication, and organizational skills
- Hold a valid drivers license
- Submit a criminal record and vulnerable persons check

Apply with cover letter and resume to rebeccar@skillssociety.ca. Posting will close April 19th, 2024.