

POSITION DESCRIPTION

Community Liaison

Position Title	Community Liaison	Department	Community Outreach / Ministries
Reports To	Pastor of Ministries	Employment Status	Part-Time, Hourly
Hours per Week	16 hours	FLSA-Equivalent	Non-Exempt (Hourly)
Date Prepared	August 28, 2026		

POSITION SUMMARY

The Community Liaison is responsible for coordinating Bethany Chapel's community partnership programs and serving as the primary point of contact between the church and external community agencies, resource centres, and low-income family support initiatives. This role builds and maintains relationships with community partners, coordinates volunteer-run outreach programs, and helps connect Bethany Chapel's resources to families in need in the surrounding community.

KEY RESPONSIBILITIES

- **Serve as primary contact and relationship manager for community partner organizations, including:**
 - Brown Bagging (lunch supplement program) – liaise with Community Volunteer Engagement Specialist; support Wednesday AM alternating-week program delivery, September–June
 - I Can for Kids – coordinate monthly gift card funding pickup, January–December
 - Calgary Housing – maintain contact with assigned social worker for referrals and support
 - North Central Community Resource Centre – maintain contact with Coordinator for community support referrals
 - Unit 36 Lincoln Way Resource Hub – coordinate Wednesday-afternoon Touch Base / Threads program and Threads store operations, including sewing days
 - Coordinate the annual School Supply Drive for low-income families each summer
 - Coordinate Summer Camp Sponsorship applications and allocations for low-income families

- Provide ongoing support and needs triage for community families in the neighbourhoods surrounding Bethany Chapel
- Establish and administer a Tax Clinic for low-income families
- Develop and launch an After-School Tutoring program linked to Bethany Chapel
- Recruit participants and volunteers for, and administer, the English Language Learning (ELL) program
- Track program budgets and report on community giving outcomes (current annual community disbursement across partner programs is approximately \$45,000)
- Recruit, schedule, and support volunteers involved in community programs
- Maintain accurate records of community partner contacts, program schedules, and family support requests
- Report regularly to the Pastor of Ministries on program status, needs, and outcomes

QUALIFICATIONS

- **Alignment with Bethany Chapel's statement of faith and mission**
- Prior experience in community outreach, social services, or nonprofit program coordination preferred
- Strong interpersonal and relationship-building skills across diverse community stakeholders
- Demonstrated ability to manage multiple ongoing programs and partner relationships simultaneously
- Comfortable working with vulnerable and low-income families with discretion and compassion
- Basic budget tracking and reporting skills
- Valid driver's license and reliable transportation for offsite program coordination
- Successful completion of a criminal record check with vulnerable sector screening

SKILLS & COMPETENCIES

- Organization and follow-through on recurring, multi-agency commitments
- Clear written and verbal communication
- Volunteer coordination and light program management
- Sound judgment in family support and referral situations
- Working knowledge of Microsoft Office / Google Workspace for scheduling and recordkeeping

WORK ENVIRONMENT

This role involves a mix of on-site work at Bethany Chapel and offsite work at partner locations (e.g., Unit 36 Lincoln Way) and community events. Some weekday daytime hours are required to align with partner program schedules (e.g., Wednesday mornings and afternoons). Occasional evening or weekend hours may be required for special initiatives such as the School Supply Drive.

APPROVAL

Jay Somers, Pastor of Ministries

Date: _____

Glen Bailey, Director of Operations

Date: _____