

COMMUNITY DEVELOPMENT COORDINATOR – PART-TIME CONTRACT POSITION

Waterloo Region Community Legal Services (WRCLS) is a non-profit legal clinic funded by Legal Aid Ontario. We provide legal services to low-income residents of the Region of Waterloo in various areas of law including Landlord Tenant, Income Maintenance, Immigration, Employment and Consumer Debt.

WRCLS is seeking a Community Development Coordinator to join our team.

The role will work collaboratively to assist our Community Development Coordinator in planning, developing, coordinating, and implementing the outreach, community development and public legal education activities within the clinic. The role will seek out opportunities in the community for systemic advocacy and law reform activities with the legal team.

The successful candidate must have post-secondary bachelors degree or equivalent in a related field, and moderate years of community development along with digital marketing experience is highly desirable. Must have knowledge of poverty in Waterloo Region and the unique issues and challenges our community experiences.

Qualifications Include:

- Excellent verbal and written communication skills,
- Demonstrated commitment to social justice;
- Have working experience implementing digital marketing strategy with all social medial platforms will be an asset;
- Have experience in community development and organizing;
- Ability to build and maintain relationships with our community and organizations in it;
- Be able to travel throughout Waterloo Region;
- Be able to work on multiple projects at once, take initiative, creatively problem solve, and work independently as well as part of a team.

This is a part-time contract position ending on March 31, 2027. The position is for 24.5 hours per week (equivalent to 3.5 days) to be completed during normal business hours.

Salary Range: The salary range for this position is commensurate with experience, as follows:

\$48,470 - \$54,528 (for 24.5 hours / 3.5 days per week)

WRCLS is committed to equity, diversity, and inclusion and we welcome applicants from people who are reflective of our diverse community. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

Applications must include a resume and cover letter to be received no later than **Tuesday, April 7, 2026**, send by email to Lynn Kubis at lynn.kubis@wrcls.clcj.ca