



Endeavour is a Bermuda-registered charity and nonprofit that builds self-confidence, teamwork and life skills by engaging youth from diverse backgrounds across Bermuda in hands-on experiential learning through sailing.

Endeavour invites applications for the full-time position of Community Engagement Coordinator.

This role is an excellent opportunity for a highly motivated professional with exceptional organisational and project management skills to join a high-performing, dynamic, and passionate team. This position is responsible for supporting administrative processes across Endeavour's programmes including registration and reporting through data collection and management. The successful candidate will bring extraordinary people skills along with excellent verbal and written communication skills to foster positive working relationships with participants and their families, educational partners, and community organisations to support the engagement and retention of young people in Endeavour's programmes.

Key responsibilities:

- Builds and maintains relationships with young people and their families to encourage participation and support retention across programmes
- Provides administrative support across programmes and events ensuring quality, efficiency, and accuracy
- Provides ongoing input and information to support outreach efforts about programmes and opportunities
- Manages data across programmes and prepares summary reports on registration and participation
- Coordinates the collection of stakeholder feedback across programmes and events
- Communicates positively and effectively with participants, parents, educational and community partners
- Collaborates and communicates effectively with all team members
- Liaises with sailing clubs, community organisations, and marine partners to identify and support opportunities for youth participants

Required Skills & Qualifications:

- Post-secondary degree in a relevant field, or equivalent combination of education and relevant experience
- 3-5 years of experience building positive relationships in a youth development and/or education setting; experiential education is an asset
- Strong interpersonal skills with the ability to communicate effectively with people from diverse backgrounds
- Self-motivated worker who thrives in a collaborative and diverse team environment
- Exceptional organisational skills with ability to manage simultaneous projects and competing priorities
- An excellent problem solver and critical thinker who can synthesize information, ask insightful questions, and identify trends quickly
- High degree of professionalism with ability to maintain composure in stressful situations
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), internet navigation and social media
- First Aid Certified and SCARS Trained
- Availability to work on evenings and weekends as necessary

Compensation commensurate with experience with a comprehensive benefits package.

Endeavour provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, colour, religion, marital status, national origin, age, sexual orientation, disability, veteran status, pregnancy, gender identity or expression, medical condition or any other factor that may be protected by law. This policy extends to all employees and includes all aspects of the employment relationship.

Interested applicants that meet the listed criteria should apply with their resume and cover letter to info@endeavour.bm with "Community Engagement Coordinator" in the subject line by **August 31st, 2021**.

All submissions will be held in strict confidence.