



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	School/Community Liaison Officer
Location:	West Lynn Heights School
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$29.88/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

The School/Community Liaison acts as a liaison between the school, parents and community partners. The incumbent works collaboratively with the school Principal and a collective of community organizations to carry out duties outlined in the Community School Plan.

QUALIFICATIONS

- Grade 12 and one-year post-secondary education
- One year of experience in community programming and working with community groups with a strong understanding of community development principles.
- Knowledge of existing community and regional resources/agencies
- Proficiency in a variety of computer applications in a network environment
- Excellent interpersonal, verbal and written communication skills
- Strong organizational and time management skills
- Program development and coordination skills
- Ability to work in a cross-cultural environment
- Ability to develop and maintain records
- Ability to work independently and in a team setting
- Flexibility in hours of work

DUTIES AND RESPONSIBILITIES

- Develops working relationship with teachers to link curriculum requirements to community development activities
- Conducts surveys and/or needs assessment to help develop and deliver the school/community plan
- Assists with creating the school plan and strategies for community/school development
- Develops programs created as part of the community/school plan
- Organizes, plans and facilitates meetings, workshops and events that support the community/school plan
- Recruits, trains and coordinates volunteers
- Connects/builds relationships with parents and families
- Opens the school for recreational use (i.e. access to computers, family fun nights, community kitchen)
- Conducts home visits to make home/school connections with parents
- Liaises with community organizations to promote the school as a community school and serves as a resource to projects and organizations participating in the community school initiative
- Assists in promoting a welcoming school environment through home visits and networking with community groups
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Laura Kelly, Acting Principal
West Lynn Heights School
Box 670, Lynn Lake, MB R0B 0W0
Fax: (204) 356-8363
Email: Laura.Kelly@fsdnet.ca
Posting Date: October 2, 2025

