

Job Posting: Community Development Coordinator (Full-time, 12-month contract)

About Us

Ingamo homes is a non-profit organization, committed to ending gender-based violence by providing second-stage housing, outreach, and programming to women* and their children, serving Woodstock, ON and Oxford County.

Position Overview

The Community Development Coordinator is central to advancing community-based initiatives that address gender-based violence and strengthen collaboration across sectors.

The successful candidate will play a key role in enhancing communication between agencies, supporting system-level improvements, and promoting awareness of gender-based violence through education, partnerships, and strategic initiatives.

Key Responsibilities

Program Coordination, Partnerships & Community Development

- Coordinate the work of the Oxford Domestic Abuse Resource Team (DART), including committees and governance structures.
- Organize and facilitate meetings, including agenda development, documentation, and follow-ups.
- Maintain accurate and organized records (meeting minutes, reports, and documentation)
- Act as a liaison between DART and community agencies, organizations, and partners.
- Build and maintain strong relationships with stakeholders, funders, and community partners.
- Recruit, onboard, and support Oxford DART committee and working group members.
- Support community-based initiatives aligned with VAW-sector priorities and DART's strategic plan.
- Coordinate events, initiatives, and collaborative activities with partners.
- Contribute to system improvement through GBA+ system mapping, service navigation, and identification of service gaps or barriers.
- Identify service gaps and barriers within the community.

Education, Communications & Organizational Support

- Assist in planning and delivering workshops, public education sessions, and training.
- Identify training, capacity-building, and resource needs within the VAW sector and support coordination of relevant learning opportunities.
- Support DART communications such as updates, postings, and information sharing.
- Provide or coordinate access to resources and referrals.
- Support partnerships, events, and initiatives related to Ingamo Homes

- Perform additional duties to support program effectiveness and sustainability.

Qualifications & Requirements

- Bachelor's or Master's degree in Social Work, Business, or a related field (or equivalent experience)
- Knowledge of and experience working with issues related to Violence Against Women
- Experience working with vulnerable and marginalized populations (e.g., mental health, addictions, homelessness)
- Strong organizational and administrative skills with proficiency in computer and internet use
- Excellent written and verbal communication skills
- Demonstrated problem-solving abilities and initiative.
- Ability to work both independently and collaboratively.
- Flexibility to work varied hours as required.
- Professionalism and adherence to organizational policies
- Valid driver's license and \$2M liability insurance
- Current Police/CPIC/Vulnerable Sector Check

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest in the role to Crystal Doyle at crystal@ingamohomes.com.