



Community Engagement Coordinator Act Five - Hamilton, ON

About Act Five:

Act Five is a discipleship community that offers a 8-month Christian Gap Year program (for 18-20 year olds) & Residency program (for 21-30 year olds) based out of a community home in Hamilton, ON. Act Five also facilitates a community living opportunity for students looking for a dynamic place to live during the summer months (May-August).

Role Overview:

The Community Engagement Coordinator supports the wellbeing of those who live at the Act Five residence throughout the summer months. They uphold and facilitate the house rhythms and routines, oversee that Act Five remains a place of hospitality, and take responsibility for leading key events and activities such as House Meeting, Evensong, Wednesday Community Meals, and other neighbourhood gatherings.

Hours of Work: Full-time (30 hours/week) for 16 weeks, beginning May 5, 2025.

Reports to: Program Manager

Key Responsibilities:

- Facilitate the routines and rhythms of the Act Five community residence, including weekly house meetings
- Help with move-in and move-out of summer tenants
- Answer tenant questions and concerns as they relate to community living
- Ensure proper upkeep and cleanliness of the residence
- Assist in conflict resolution as necessary
- Connect residents to opportunities in the city for volunteering, jobs, social events, etc.
- Host 'Open Homes' guests as they transition in and out of the residence
- Participate in weekly 'Spaghetti Wednesday' meals at the Act Five residence, and commit to being an active member of the Act Five summer community.
- Community organizing within the residence and the neighbourhood
- Track summer program expenses such as home and property maintenance, food, and household supplies
- Various home and neighbourhood projects in collaboration with the Residence Caretaker

Skills & Abilities:

- Employees should demonstrate a warm, sensitive, and caring approach, flexibility, organization, initiative, and the ability to work independently. Employees must be able to maintain good interpersonal relationships and have a genuine interest in community building.
- Preference will be given to candidates with the ability to reside onsite at the Act Five residence in downtown Hamilton. Reduced rent will be offered to those that can meet this expectation.



Education/Experience: Minimum high school diploma. Priority given to those with post-secondary education completed or in progress, or those with residential leadership experience. Prior experience with the Act Five program is an asset.

Salary: \$20/hourly, pending funding. Residence at 75 Blake St is an asset (with consideration for a rent reduction to further support employees).

To Apply: Send resume and cover letter to azilney@actfive.ca by March 1, 2025