



Community Outreach & Volunteer Engagement Coordinator

Reports to: Manager, Programs & Community Engagement
Salary: \$53,000 – \$63,000. Salary is commensurate with experience
Hours: 37.5 hours per week. Planned evening and weekend events.
Location: Must be located in Nova Scotia.
Travel: Regular travel to African NS communities across the province.
Deadline: **October 20, 2026 at 11:59PM**

Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone
- Paid mileage

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.

About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college, university and apprenticeship. We provide students and parents with access to resources and information, and help them navigate



Community Outreach & Volunteer Engagement Coordinator

college and university processes. Our culturally informed programs guide students as they plan, prepare and pursue postsecondary education directly after high school.

Statement of Intention: To ensure students see themselves represented in positions of positive influence, this role is dedicated only to African Nova Scotian applicants with ties to historic African Nova Scotian communities. Please self-identify in your cover letter. For more information and details on who we serve, please visit www.theprepacademy.ca/about-us

Position Summary

To strengthen PREP's outreach and relationships in rural communities across Nova Scotia, we are seeking a motivated and collaborative Community Outreach & Volunteer Engagement Coordinator. You will help grow PREP's community and school-based presence by delivering engaging workshops in high schools and community based settings in rural areas, building relationships with local organizations, and connecting youth and families with PREP's education and career opportunities. You will also help strengthen community volunteerism and mentorship by coordinating meaningful opportunities for people to contribute to PREP's work and ensuring volunteers feel welcomed, prepared and appreciated. You are an outgoing, professional communicator and strong facilitator who self-identifies as African Nova Scotian, understands the barriers African Nova Scotian youth face in accessing higher education, and is passionate about helping them access and succeed in postsecondary education.

Key Responsibilities

Community Outreach & Workshop Facilitation

- Establish regular connections with rural community partners that support PREP to maintain an active and meaningful local presence.
- Stay informed about community events, priorities and emerging opportunities, identifying ways PREP can contribute and collaborate.



Community Outreach & Volunteer Engagement Coordinator

- Represent PREP at community events and organize and host meetings with education, career and community organizations to explore shared priorities and opportunities for partnership.
- Facilitate engaging workshops that help students explore college, university and skilled trades pathways.
- Deliver workshops on postsecondary knowledge and planning, scholarships and financial aid, goal setting, leadership and preparation for postsecondary.
- Develop and deliver information sessions for families, volunteers and partners that introduce PREP's work and encourage community involvement.

Volunteer Engagement & Mentorship

- Support the development of PREP's volunteer opportunities in collaboration with the Manager, Programs & Community Engagement.
- Recruit and engage volunteers, matching them with youth and opportunities that reflect their interests and program needs.
- Work with the team to create positive, organized and meaningful volunteer experiences across PREP's programs and events.
- Strengthen connections with community members and professionals who can provide mentorship and career exposure for youth.

Administration & Program Coordination

- Set up and manage program registration forms, write clear descriptions of workshops and initiatives, maintain participant lists, and communicate registration details and next steps.
- Maintain timely, professional communication with participants and partners through email, phone calls, newsletters and reminders, PREP's CRM and other digital tools to coordinate activities and maintain positive relationships.
- Maintain accurate student, volunteer, outreach and partnership records in PREP's CRM database and other approved systems.
- Track attendance and participation, create and distribute surveys, and facilitate focus groups to gather student, volunteer and partner feedback to support program evaluation and improvement.
- Collaborate with other members of the Student Services team to support major programs and events, including preparation and event-day support.



Community Outreach & Volunteer Engagement Coordinator

Education & Experience

- A degree, diploma or certificate in a related field, or an equivalent combination of relevant work experience and lived experience transitioning from high school to college or university.
- 2 years experience coordinating programs and supporting or engaging people in a community setting.
- Ability to build positive relationships with high school-aged youth.
- Demonstrated experience developing and facilitating engaging workshops, presentations or group discussions.
- Understanding of African Nova Scotian communities, histories and strengths, and the importance of culturally responsive engagement.
- Knowledge of postsecondary exploration, applications, scholarships, challenges and pathways to postsecondary education.
- Strong organization and communication and follow-through skills, with the ability to coordinate activities across multiple locations.
- Strong digital skills with confidence working in a digital environment, creating email newsletters, using a CRM database to manage caseload, using Google Drive and Excel.
- Valid driver's licence and access to a vehicle.

Ideal Candidate

You enjoy meeting people, making connections and bringing others together around shared goals. You bring a welcoming and positive energy and understand the importance of making youth, families, volunteers and partners feel valued. You are an outgoing individual who has your finger on the pulse of what is happening in communities and wants to increase engagement and involvement in PREP's programs and initiatives. You are self-directed, resourceful and organized. You take initiative, independently plan and prioritize your work, and collaborate with colleagues to turn community connections into meaningful opportunities for youth.



Community Outreach & Volunteer Engagement Coordinator

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@thepreacademy.ca
- use the subject: **Community Outreach & Volunteer Engagement Coordinator**
- Candidates selected for an interview will be asked to facilitate a two part interview process.