



5675 Spring Garden Road, Suite B6
 Halifax, Nova Scotia B3J 1H1
 hal-con.com

BOARD ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is not a salaried position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Director of Community Engagement
Reports to:	Board of Directors
Length of term:	Two years (renewable)
Responsibilities include:	<p>During the year:</p> <ul style="list-style-type: none"> ● Provide leadership and support to the Community Squad and any subcommittees that directly report to the Director. ● Provide oversight and support for all aspects of current annual events including but not limited to parades and Community Squad events ● Work with Community Squad Manager(s) to ensure all admin related duties for the Community Squad events are completed. ● Build and maintain relationships with the community while partnering with various groups and businesses throughout the year ● Liaise with Director of Sponsorship to seek funding opportunities and to build new partnerships within the community ● Work closely with Director of Marketing to build and maintain events calendar throughout the year ● Engage the Hal-Con community in positive and accessible ways ● Promote the community through new avenues as appropriate ● Oversee the completion and maintenance of appropriate forms and paperwork (i.e. parade applications, etc.) ● Ensure the team has the resources, information and support so that they can function at maximum comfort and efficiency ● Oversee the integrity of the Nelson Mascot which may include but is not limited to arranging maintenance, cleaning and repairs. This also includes organizing scheduled appearances at events throughout the year. ● Liaise with Director of Programming to establish Nelson’s convention appearance schedule ● Monthly reports to the board of directors <p>During the convention:</p> <ul style="list-style-type: none"> ● Supervise and maintain Nelson’s convention appearance schedule ● Provide on-site support during the convention <ul style="list-style-type: none"> ○ Assist with escalations and situations as arise from committee and volunteers ○ Assist programming with off-site events as needed



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Skills and other details:	<ul style="list-style-type: none">• Creative thinking• Communication skills - written and verbal• Public Speaking• Organizational skills• Understanding of budgets• Leadership capabilities• Attention to detail• Intermediate knowledge of Google drive, docs, sheets, email etc.• Professional experience in event management capacity, or related experience, would be considered an asset.
Eligibility criteria:	<ul style="list-style-type: none">• Must be at least 19 years of age• Must be a resident of HRM• Must be willing to strictly adhere to all Hal-Con policies, the Code of Conduct and the nondisclosure and confidentiality agreements
Assets, not required	<ul style="list-style-type: none">• Be a member of the Hal-Con committee in good standing for at least two years; or• Be a Hal-Con volunteer at convention for at least four years; or• Attended Hal-con at least once.• Experience working with not-for-profit boards• Have a valid driver's licence and regular access to a vehicle
Description last updated:	August 24, 2023

If you're interested in applying for this post, please email recruiting@hal-con.com with your resume and a cover letter explaining why you feel you'd be the perfect person for this position. Only those considered for the position will be contacted.