

POSTING

POSITION: Community Life, Inclusion & Outreach (CLIO) Coordinator

EXPECTED START DATE: Monday, March 2, 2026

APPLICATION DEADLINE: Resumes must be submitted to the Human Resources Coordinator at hr_coordinator@larchevancouver.org by **January 30th, 2026**

This role is posted externally.

ROLE DESCRIPTION

Position:

The CLIO Coordinator leads and oversees the strategic design and implementation of the Community Life, Inclusion & Outreach (CLIO) Program, the full end-to-end planning and supervision of community events, outreach activities, and external relationships. This role builds and nurtures external partnerships, amplifies the organization's presence in the wider community, and champions the gifts and contributions of people with developmental disabilities. The CLIO Coordinator ensures programs are person-centred, high-quality and aligned with L'Arche's mission and core values.

Key Responsibilities

Strategic Leadership & Program Development

- Develop and maintain a strategic plan for Community Inclusion and outreach Programs, ensuring alignment with mission, values and person-centred frameworks including the Quality of Life Review.
- Oversee the design, evolution and continuous improvement of the Community Inclusion and Outreach portfolio; scan the external environment for emerging best practices and recommend innovative approaches that enhance inclusion, visibility and impact.
- Implement new Community Inclusion Programs that best meet Core Members' needs and promote L'Arche in the wider community.
- Develop, implement, and oversee the production and marketing of L'Arche gift work products.

Outreach, External Engagement & Community Participation

- Serve as external ambassador: cultivate and manage relationships with peer organizations, local government, funders, corporate partners, educational institutions, media and other key stakeholders.
- Develop and implement an outreach strategy to raise awareness of the organization's work and the gifts of people with developmental disabilities through engagements, network, community events, and partner collaborations.
- Encourage community participation in events, emphasising inclusive engagement of persons with developmental disabilities and their families.
- Collaborate closely with the Development Department to integrate outreach, events and partnership-building efforts with fundraising and donor-engagement strategies.

Events and Community Engagement

- Supervise and lead the full planning and execution of community events and inclusive activities: collecting ideas, budgeting, scheduling, logistics, marketing, vendor/supplier coordination, to evaluation of outcomes.
- Ensure that outreach and events incorporate opportunities for participants and their families to share stories, showcase their gifts, lead in activities, and engage meaningfully with the wider community.

Core Member and Family Engagement

- Work with Homes, House Leaders, and family members to meet Core Members' changing needs and provide adequate care.
- Facilitate an annual Quality of Life Review for each Core Member and ensure implementation and follow-up on their personal goals.
- Maintain effective family contact and communication: provide regular updates to families of participants, engage families in events and inclusive programs, and support open, responsive communication channels.

Team Leadership

- Provide supervision to Community Inclusion Programs. Lead Community Inclusion Programs Leader and facilitators: set direction, coaching, resource planning and performance oversight.
- Ensure a welcoming, clean, comfortable, safe, trusting, and unified environment.

- Delegate responsibilities, plan/facilitate regular team meetings, and monitor overall team morale.
- Identify training needs and implement training plans for staff and volunteers to ensure person-centred inclusion practices, high-quality delivery and continuous learning.
- Address health and safety issues, emergency procedures, and inspections.
- Ensure volunteers are welcomed, trained, supported and integrated into the CLIO Program and event activities in ways that enhance participant inclusion, community engagement and program sustainability.

Person-Centred Approach & Inclusion

- Ensure that all programs, events and outreach efforts are grounded in a person-centred, strength-based approach that honours the gifts, choice and dignity of persons with developmental disabilities.
- Explore and implement new inclusive practices, ensuring participant leadership and voice, and adapting program designs based on feedback from participants, families, partners and community stakeholders.
- Monitor risk, quality assurance and compliance in collaboration with relevant teams, while maintaining focus on empowerment, participation and inclusion rather than mere service delivery.

Competencies & Qualifications

Essential Qualifications

- Knowledge and commitment to core values of Servant Leadership model, Identity and Mission of L'Arche.
- Post-secondary degree or diploma in a related Human Services/Social Service/Health Care field is required (or equivalent combination of education, training, and experience).
- Minimum of 3 years of leadership roles within community inclusion, outreach, events or related social service/charity sector.
- Ability to give clear directions and exercise authority.
- Public speaking and presentation skills
- Proficiency in strategic thinking, program development, evaluation, and ability to translate strategy into operational plans and measurement frameworks.

- Excellent interpersonal, communication (written and verbal) and influencing skills; ability to engage with diverse stakeholders including participants, families, community groups, funders, government, media.
- Ability to work collaboratively across teams and community.
- Willingness and ability to travel locally and attend events outside standard office hours (evenings/weekends as needed).
- Proficient in administrative and computer skills such as MS Office.
- Experience in budget oversight
- Valid Class 5 BC driver's license
- Valid Standard First Aid & CPR

Desirable Qualities

- Experience in the senior leadership of the non-profit/charitable sector, especially in the disability inclusion space.
- Experience with social enterprises is an asset.
- Experience at senior/coordinator level in event planning.
- A strong network of community, corporate or government contacts in the region.
- Familiarity with legislative/policy, accreditation standards, provincial and other government frameworks and systems.

Evaluation

To be evaluated by the Community Leader/Executive Director annually.

Compensation & Benefits

- Salary: \$64K-80K annually (based on experience and background)
- Benefits after successfully passed probation:
15 vacation days, Extended Health plan, RRSP after 2 years of service