



ENDEAVOUR • REGISTERED CHARITY #977

'Education Through Sailing'

Endeavour is a Bermuda-registered charity and nonprofit that builds self-confidence, teamwork and life skills by engaging diverse youth from across Bermuda in hands-on experiential learning through sailing.

Endeavour invites applications for the full-time position of **Community Engagement Coordinator**.

This role is an excellent opportunity for a highly motivated professional with exceptional organisational and project management skills to join a high-performing, dynamic, and passionate team. This position is responsible for supporting administrative processes across Endeavour's programmes including registration and reporting through data collection and management. The successful candidate will bring extraordinary people skills along with excellent verbal and written communication skills to foster positive working relationships with participants and their families, educational partners, and community organisations to support the engagement and retention of young people in Endeavour's programmes.

**Key responsibilities:**

- Builds and maintains relationships with young people and their families to encourage participation and support retention across programmes
- Provides administrative support across programmes and events ensuring quality, efficiency, and accuracy
- Provides information to ensure successful outreach and coordination across programmes and initiatives
- Manages data across programmes and prepares reports on registration and participation
- Coordinates the collection of stakeholder feedback across programmes and events
- Communicates positively and effectively with participants, parents, educational and community partners
- Collaborates and communicates effectively with all team members
- Liaises with schools, marine partners, sailing clubs, community organisations to identify and support opportunities for youth participants

**Required Skills & Qualifications:**

- Post-secondary degree in a relevant field, or equivalent combination of education and relevant experience
- 3-5 years of experience building positive relationships in a youth development and/or education setting; experiential education is an asset
- Strong interpersonal skills with the ability to communicate effectively with people from diverse backgrounds
- Self-motivated worker who thrives in a collaborative and diverse team environment
- Exceptional organisational skills with ability to manage simultaneous projects and competing priorities
- An excellent problem solver and critical thinker who can synthesise information, ask insightful questions, and identify trends quickly
- High degree of professionalism with ability to maintain composure in stressful situations
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), internet navigation and social media
- First Aid Certified and SCARS Trained
- Availability to work on evenings and weekends as necessary



ENDEAVOUR • REGISTERED CHARITY #977

'Education Through Sailing'

**Qualifications that will be required within 6 months of employment**

- Ability to obtain Royal Yachting Association VHF SRC Radio Operator Licence

Compensation commensurate with experience with a comprehensive benefits package. Additional benefits of this position are professional development and training opportunities and a positive team-centric work environment.

**Endeavour is an Equal Opportunity Employer.**

This is a fast-paced environment, demanding a strong work ethic and a results-oriented approach.

Interested applicants who meet the listed criteria are encouraged to apply with a resume and cover letter via email to [info@endeavour.bm](mailto:info@endeavour.bm) with "Community Engagement Coordinator" in the subject line **by September 8th, 2023.**

**All submissions will be held in strict confidence. Only shortlisted candidates will be contacted.**

**Bermudians and spouses of Bermudians are encouraged to apply.**