



ENDEAVOUR • REGISTERED CHARITY #977

'Education Through Sailing'

Endeavour is a Bermuda-registered charity and nonprofit organisation dedicated to building self-confidence and essential life skills in young people with hands-on, experiential learning through sailing. We engage diverse youth from across Bermuda, fostering teamwork, communication, and leadership through inclusive, transformative programmes.

Endeavour is seeking a highly motivated and organised **Community Engagement Coordinator** to join our passionate, purpose-driven team. This is a full-time role ideal for a dynamic professional with exceptional communication, organisational, and relationship-building skills who thrives in a collaborative environment and is committed to making a positive impact in the lives of Bermuda's youth.

The successful candidate will bring strong interpersonal and administrative capabilities to support outreach and engagement with participants, families, schools, and community partners, contributing to programme participation and retention. This role also involves managing registration and maintaining accurate data to support reporting, evaluation and continuous improvement across Endeavour's programmes and initiatives.

#### **Key responsibilities:**

- Serve as the primary point of contact and liaison with schools, educators and community partners
- Communicate clearly and positively with participants, parents, educators, and community stakeholders
- Provide administrative support for programmes and events, ensuring efficient and high-quality outcomes
- Coordinate registration processes and maintain accurate data for monitoring, reporting and evaluation
- Build and maintain strong relationships with participants and their families to support engagement and retention
- Support outreach activities to promote programmes, contributing to increased participation and retention
- Assist in the planning and delivery of community events, information sessions, and youth-focused activities
- Collect and analyse feedback from participants, families, educators and partners to drive continuous improvement
- Collaborate with team members to support effective programme delivery and achieve shared goals
- Create outreach materials and contribute to stakeholder engagement efforts

#### **Required Skills & Qualifications:**

- Post-secondary degree in a relevant field or equivalent combination of education and experience
- 3-5 years of experience in youth development, education, or experiential learning environments
- Exceptional interpersonal skills and the ability to engage and communicate across diverse groups
- Excellent written and verbal communication skills
- Highly organised, with the ability to manage multiple priorities and deadlines effectively
- Strong problem-solving skills, analytical thinking, and keen attention to detail
- Self-motivated and thrives in a collaborative and diverse team environment
- High degree of professionalism and the ability to maintain composure in high-pressure situations
- Proficient in Microsoft Office (Word, Excel, PowerPoint), online databases and digital platforms
- Current First Aid Certification and SCARS Training
- Flexibility to work occasional evenings and weekends

#### **Preferred Qualifications:**

- Background in education, youth work, social services, or community development
- Knowledge of Bermuda's education system and community networks
- Previous experience in the nonprofit sector is a plus



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Compensation is commensurate with experience and includes a comprehensive benefits package. This role also offers professional development and training opportunities, as well as a supportive and mission-driven work environment.

**Endeavour is proud to be an Equal Opportunity Employer.**

**To Apply:**

Interested applicants who meet the above criteria are encouraged to submit your resume, cover letter detailing your relevant experience and interest in the role, and two written references to:

Ontru: Human Resources - **Endeavour**  
Thistle House, Ground Floor, 4 Burnaby Street, Hamilton HM 11

Email [hr@ontru.bm](mailto:hr@ontru.bm) or call 236.6878

Deadline to Apply: **August 4th, 2025**. All submissions will be held in strict confidence.

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