

Area Coordinator Job description

Be the face of welcome in your community. Build connections. Create impact.

Are you a natural connector who loves being out in the community, meeting local business owners, and creating meaningful relationships? Do you believe in the power of person-to-person connection and want to play a hands-on role in fostering a welcoming, thriving community?

Neighbourhood Welcome is looking for motivated, community-driven **Area Coordinators** who are ready to take initiative, build local partnerships, and help newcomers feel truly at home.

This role is ideal for a self-starter who enjoys flexibility, independence, and making a positive impact, while having control over their own income.

If you're an enthusiastic, community-minded individual with a passion for creating connections, we'd love to hear from you!

About the Job:

As an Area Coordinator, you are the local ambassador for Neighbourhood Welcome. You'll be out in your community meeting business owners, attending local events, and building partnerships that support newcomers and strengthen local connections.

This is a commission-based role that rewards initiative, relationship-building, and follow-through. You manage your own schedule, set your own goals, and grow your income based on your effort and results.

At its core, this position is about connection, connecting newcomers to local businesses and businesses to the community.

What You'll Be Doing

- Building relationships with local businesses and securing community partnerships
- Organizing, building and delivering community welcome packages to newcomers
- Attending local events/markets and actively engaging with the community

Who This Role Is Perfect For

You might be a great fit if you:

- Are a **self-motivated go-getter** who enjoys face-to-face interaction
- Feel confident starting conversations and building relationships
- Care deeply about community, connection, and making a difference
- Want flexible hours and the freedom to be your own boss
- Enjoy working independently while being part of a bigger mission
- Are curious and excited to **discover your community** in a new way

Sales experience is an asset—but **not required**. If you’re approachable, organized, and willing to learn, we can teach the rest.

About us:

Our mission statement at the Neighbourhood Welcome PR Corp is to create a tangible welcome experience through personal connection. By becoming a bridge between the new resident and their new local community. Our core values play a vital role in who we are, and what our focus is; we focus on excellence, making a lasting impact, being intentional, taking ownership, and providing results.

The Neighbourhood Welcome PR Corp is a fast growing organization with a focus on personal, professional, and team growth. We are looking for people who love to engage in their local community, enjoy meeting new people, have an outgoing attitude, and want to grow together as a team. This company currently operates in western Canada and is growing by the day.

Objectives:

- Connecting with your community through meeting new residents, making connections with local groups, and building relationships with the local business force.
- To gain partnerships with the program with local businesses, to work with them to provide beneficial marketing material in the welcome packages.
- Collect and keep track of inventory from our business partners and community services, to be able to put together welcome packages.
- To facilitate person to person delivery of welcome packages to the new residents.

- To manage your area social media facebook account with 3-5 posts per week; showcasing business partnerships, community services, events, etc.
- To attend 1-2 team zoom calls each week.

Job Types: Part-time, Casual, Full time

Job Requirements:

- Reliable transportation
- Living within area applied for
- Access to computer and printer
- Attendance of weekly zoom meetings (Tuesdays 1:30 pm PST & Thursdays 10:30 am PST

Salary:

- Commission pay (range is \$1,000 - \$3,000 a month with no cap)

Benefits:

- Flexible schedule
- Bonus'
- Training Bonus'
- Unlimited earning potential
- Get out in your community

Why Neighbourhood Welcome?

Neighbourhood Welcome is built on the belief that strong communities start with connection. Our program brings a personal, human touch to welcoming newcomers—helping them feel seen, supported, and connected from day one.

If you're energized by people, purpose, and possibility, this role offers a rewarding way to turn your community passion into meaningful work.

As an equal opportunity employer committed to meeting the needs of a multigenerational and multicultural workforce. Neighbourhood Welcome PR Corp. recognizes that a diverse staff, reflective of our communities, is an integral and welcome part of a successful and ethical business.

**If this position caught your eye, send us your resume to
jenaya@neighbourhoodwelcome.org**

For consideration, answer the below questions.

1. Do you live within the community you are applying for? (this is a requirement)

2. Tell us about your connection to your community. What do you enjoy most about being involved locally?

3. What excites you about meeting local business owners and introducing them to a program like Neighbourhood Welcome?

4. This role requires proactive outreach. Can you share how you'd approach finding and connecting with new businesses?

5. How do you handle hearing “no” or hesitation from someone when you’re sharing an idea or opportunity?

6. Do you have reliable transportation?