Calen G, Things to Highlight, Community Coordinator Position (Nov. 15-current)

Administrative: Streamlined the JBNA volunteer process by creating volunteer intake forms and posters, drafting a 6-month work plan, establishing a community coordinator-specific email, and maintaining regular contact with community members, liaisons, and partner organizations.

JBNA Website Update: Wrote a dedicated community engagement section. This space provides residents with updates on local initiatives, volunteer opportunities, and ways to get involved in neighbourhood projects.

3rd Saturday Recycle Depot: Led and supported recycling efforts in James Bay, managing Recycle Saturday operations, writing monthly recycling tips for the James Bay Beacon, facilitating Depot Manager meetings, and improving depot infrastructure with new equipment, signage, and posters.

Winter Warmer Event (February 13): Planned and executed a well-received volunteer appreciation event, securing a venue, making promotional materials, cs, and giving out tokens of appreciation to recognize volunteer contributions.

Victoria CoolKit - JBNA Cohort: Contributed to climate resilience efforts by coordinating and assisting in three sessions (March 21, April 4, and 5). Developed promotional materials, including a JB Beacon ad, neighbourhood posters, and social media content. Will help support the cohort as they plan and implement their projects aimed at climate action in James Bay.

JBNA Instagram Account: Created an Instagram account to serve as a living scrapbook.

Building Champion Program: Started the Building Champion program to help community members spread the word about JBNA activities. Participants receive email updates and access to a Google Drive folder with posters and flyers to display in shared spaces of James Bay buildings.

Diverse Film Screening – Earth Day (Upcoming April 30 from 6:00-7:30 PM): Planning and organizing a community film night focused on an environmental theme, aligned with Earth Day. Secured the venue, selected the documentary *War for the Woods*, and developed promotional materials.