



Employment Opportunity

Community Development & Special Projects Officer

Non-Union Internal / External Job Posting

The Municipality of the County of Richmond is currently accepting applications for the position of **Community Development and Special Projects Officer**.

Position Summary

Working under the direction of Recreation and Community Relations Manager, this position will be responsible for developing, delivering and evaluating activities related to community engagement and development. The role will demonstrate action and leadership in areas of access and inclusion. This officer will work with key stakeholders in support of community development activities and work to help deliver on Richmond's Strategic Plan. They will foster coordination, deliver grass-roots community growth and development by strengthening community leadership, collaboration and innovation with community groups and citizens. This position will be the key facilitator for the County's grant funding, whether for assistance, availability, research and/or submissions.

Core Expectations

Administer community development and community capacity building initiatives by determining service levels and service delivery that aligns with departmental and Council's strategic goals. This includes assisting with the long-term sustainability of groups in planning programs and capacity building, collaborating with not-for-profit organizations on common initiatives, and developing strategies to improve communication between the municipality, stakeholders, and residents.

Assess community needs, explore new opportunities, and research community economic development and community-based program trends.

Build and foster relationships with key stakeholders [community economic development, tourism (in collaboration with the CBREN), and service groups]. Provide ongoing liaison with not-for-profit community-based organizations to support and respond to their leadership. Network with other municipalities and provincial organizations to share information and investigate possible joint ventures. Provide professional, transparent and timely communications and information to stakeholders.

Coordination of special projects as they are identified in the Richmond strategic plans. Examples of special projects are the following: Master plans, grant submissions, special events etc. Support departmental and corporate initiatives such as strategic planning, policy development and internal committees. Facilitate grant funding availability, applications, research, and submissions as part of the County's Grant Funding Interdepartmental Team, in the hopes of leveraging funding from outside sources and other levels of government.

Any other duties which the Municipality may require from time to time; this includes backfilling the Municipal Clerk position when required.

Carrying out duties in a polite and professional manner at all times;

Qualifications

The ideal candidate will have:

A degree or diploma in Community Economic Development, Business Management, Public Administration, or related field.

Must possess and maintain a valid Nova Scotia Driver's License.

Equivalent combination of education and experience will be acceptable.

Preferred Qualifications

Certification by the Economic Developers Association of Canada or ability to pursue certification is considered an asset.

Experience within a municipal government environment.

Experience with grant writing and/or program administration.

Experience with strategic planning, bookkeeping, fundraising, and sponsorship.

Ability and experience in conducting research, report and policy writing/analysis, and ability to interpret data.

Effective facilitation, communication, interpersonal, and team building skills.

Creative thinking and problem-solving ability; and

Working knowledge of MS Office Suite.

Terms and Conditions of Employment

County Administration operates Monday to Friday 0830 to 1600. This position will include occasional evening and weekend shifts as required.

Regular hours of work for the position are 35 hours per week.

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Earliest Start date August 14, 2023. This is a two year contract position with the possibility of permanence.

Interested candidates should forward their resume by 4:00 PM, Thursday, July 27th, 2023 to:

The Municipality of the County of Richmond
Attn: Shannon Mury, Recreation & Community Relations Manager
2357 Highway 206 Arichat, NS B0E 1A0
Email: smury@richmondcounty.ca

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Municipality of the County of Richmond welcomes applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.