

Job Title:	Community Development & Special Projects Officer	Department:	Recreation
Reports to:	Recreation and Community Relations Manager	Union	Non Union
Salary Range:	Based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.	Position Type:	Two year contract position with the possibility of permanence.

Job Description

ROLE AND RESPONSIBILITIES

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.

SPECIFIC DUTIES INCLUDE:

- 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 AND EDUCATION REQUIREMENTS

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 SKILLS

- 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.

Reviewed By:	CAO	Date:	June 15, 2023
Approved By:	CAO	Date:	June 22, 2023
Last Updated By:	CAO	Date/Time:	June 22, 2023