



## Cape Breton Regional Municipality

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### Community Development Coordinator

*Regular Full Time*

**JOB SCOPE:** Reporting to the Director of Planning and Development in the Planning and Development Department, the Community Development Coordinator is responsible for leading the creation, coordination, delivery, and evaluation of community capacity building initiatives. They will foster grass-roots community growth and development by strengthening community leadership, collaboration, and innovation with community groups and citizens. This position also is the key facilitator amongst CBRM's grant funding team for grant availability, research, and submissions.

**STATUS:** Confidential

**MINIMUM QUALIFICATIONS: (Copies of required certificates must accompany application to be considered)**

#### *Education & Experience*

- A degree in Community Economic Development, Business Management, Public Administration or related field **(Must include copy)**.
- Must possess and maintain a valid Nova Scotia Driver's License **(Must include copy)**.
- Equivalent combination of education and experience.
- Medical assessment must show the capacity of performing tasks of the classification **(This is not required at time of application but will be required prior to hiring)**.

#### **PREFERRED QUALIFICATIONS**

- Certification by the Economic Developers Association of Canada or ability to pursue certification Geis considered an asset **(Must include copy)**.
- Experience within a municipal government environment.
- Experience with grant writing and/or program administration.
- Experience with strategic planning, book keeping, fundraising, and sponsorship.
- Experience with graphic design (Adobe InDesign, Illustrator, Photoshop, or comparable software) and/or video editing.
- Understanding of the importance of GIS and other tools in supporting community development.

#### **ADDITIONAL QUALIFICATIONS**

- Emergency First Aid/Level A CPR & AED Training (Current) **(Must include copy)**.

**CLOSING DATE FOR APPLICATIONS: Monday, July 11<sup>th</sup>, 2022**

Applications quoting **Reference No. 22.38-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303  
Sydney, Nova Scotia B1P 7B9 Fax: 902-563-5582 or **E-mail:** [jobapplications@cbrm.ns.ca](mailto:jobapplications@cbrm.ns.ca)

**Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during regular working hours (8:30 a.m. – 4:30 p.m.). Although we thank all applicants for their submissions, we will respond only to those we wish to interview.**

# CAPE BRETON REGIONAL MUNICIPALITY

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**POSITION DESCRIPTION:** Community Development Coordinator

**DEPARTMENT:** Planning and Development

## **JOB SCOPE:**

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## **MAIN FUNCTIONS:**

- 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 CBRM REN), 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.
- Refer for-profit clients to the CBRM REN / Cape Breton Partnership, receive not-for-profit client referrals from the CBRM REN / Cape Breton Partnership, and collaborate when appropriate or necessary on projects or clients with shared responsibility such as in serving social enterprise clients.
- Coordination of special projects as they are identified in CBRM's 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 CBRM's Grant Funding Interdepartmental Team.
- Perform other related duties within the scope and authority of the position, as required.

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- Understanding of the importance of GIS and other tools in supporting community development.

### **ADDITIONAL QUALIFICATIONS**

- Emergency First Aid/Level A CPR & AED Training (Current)

### **KNOWLEDGE, SKILL AND ABILITY**

- 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.