

# THE CITY OF COLD LAKE

## JOB DESCRIPTION

### 1. Job Identification

Job Title: **Community Development Coordinator**

Department: **Community Services**

Employment Category: **Full Time**

Date Completed/ Revised: **July 1, 2005**

### 2. Job Summary

**Briefly describe** in a few sentences the **general purpose** of this job. Consider "Why does this job exist?" and "What is this job responsible for?" Please also indicate the position this job **reports to**.

Under the supervision of the Director of Community Services the Community Development Coordinator carries out a variety of responsibilities focused on working with families and communities in changing their social environment.

- Work in collaboration with agencies, organizations, and community members to identify community issues, needs and challenges;
- Facilitate conversations on the development of new programs and resources, and monitoring and evaluating existing ones;
- Raise public awareness on issues relevant to the community;
- Preparation and analysis of local, regional, provincial, and national reports and policies that may influence social programming on the local level;
- Report to the Director of Community Services.

### 3. Key Work Activities

- A. Administration
- B. Program Development
- C. Community Partnership
- D. Professional Development



<p>Key Work Activity A: <b>Administration</b> Duties/Responsibilities:</p> <ul style="list-style-type: none"> <li>- Recommend new approaches, policies, and procedures to effect continual improvement in efficiency and effectiveness of operations area.</li> <li>- Recruit and guide volunteers to assist in the community development process.</li> <li>- Provide bi-annual reports on social trends relating to the Cold Lake community.</li> <li>- Provide monthly program report to Director of Community Services.</li> </ul>	
<p>Key Work Activity B: <b>Program Development</b> Duties/Responsibilities:</p> <ul style="list-style-type: none"> <li>- Carry our research, analyze data, and prepare reports on basic needs issues such as: poverty, affordable housing, community economic development, transportation</li> <li>- Facilitate conversations on the development of new programs and resources, and monitoring and evaluating existing ones;</li> <li>- Provide support and guidance to Department staff, and community agencies with regards to researching i.e. best practices in programming</li> <li>- Raise public awareness on issues relevant to the community;</li> <li>- Represent the Department, and the City at relevant meetings on the local, regional, and provincial levels.</li> </ul>	
<p>Key Work Activity C: <b>Community Partnerships</b> Duties/Responsibilities:</p> <ul style="list-style-type: none"> <li>- Facilitate and support community initiatives with relation to basic needs identified as priorities by the Family and Community Support Services Advisory Board.</li> <li>- Provide resources on grants and funding with relation to basic needs.</li> <li>- Identify and collaborate with like minded agencies in the collection of relevant social data and information</li> </ul>	(
<p>Key Work Activity D: <b>Professional Development</b> Duties/Responsibilities:</p> <ul style="list-style-type: none"> <li>- Keeps informed of relevant research in the area of community development and social planning.</li> <li>- Seek professional development opportunities that relate to community development and social planning.</li> <li>- Develop a good working relationship with and knowledge of allied agencies within the community, the region, and the province.</li> </ul>	(5%)

**4. Education & Training**

Minimum	Preferred
<ul style="list-style-type: none"> <li>• Preferred Certificate or Diploma in the Human Services field or related experience</li> <li>• Developed written and verbal communication skills.</li> <li>• Sound information collection and analysis skills</li> <li>• Sound computer literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Social Work, Recreation, Youth Development or other Human Services</li> <li>• Highly developed written and verbal communication skills including proposal and reporting writing</li> <li>• Familiarity with statistical analysis</li> </ul>

Is any Provincial or National or **professional certification mandatory**? No  
Specify Program:

**What additional** special skills, training or licenses are needed to perform the job (please specify) and indicate length of course/program?

- The imagination, creativity and discipline to transform ideas and concepts into well grounded programs and services.
- The ability to multitask, manage time effectively, completes projects in a timely manner.
- Highly developed research, reporting, and data interpretation skills.
- The ability to foster open relationships with agencies, organizations and individuals.
- The courage to take a stand and defend a position or policy.
- To speak out on sensitive issues with tact and professionalism.
- The capability to manage responsibilities with rectitude of conduct based on ethical principles.
- Interest in the success of the community and an appreciation for the culture and history of community.
- An understanding and respect for the role of City Council, the Director, and colleagues.

**5. Experience**

**Estimate the minimum and preferred** experience **gained on previous jobs here or elsewhere** that is required for a new person with the education recorded in Section 5, to acquire the skills needed to carry out the requirements of this job. Examples may include 6 months, 1 year, 2 years, etc.

Minimum	Preferred
<ul style="list-style-type: none"> <li>• Experience in program development and reporting.</li> <li>• Experience in community development process</li> <li>• Experience in facilitating focus groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in administering a budget.</li> <li>• Three (3) years experience in the field of community development</li> <li>• Experience in program evaluation and reporting</li> <li>• Experience managing volunteers and staff</li> </ul>

**6. Policies/ Guidelines**

**List** any policies, procedures, manuals, guidelines, standards and/or other documentation referenced/ used in carrying out the requirements of this job.

- Any applicable City Human Resource Policy