

Job Description

Community Coordinator

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Community Coordinator is responsible for facilitating, promoting and ensuring community planning and development and negotiating and monitoring community empowerment and transfer initiatives in order to secure and monitor opportunities for community development.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Community Coordinator reports to the Senior Administrative Officer and is responsible for facilitating community planning initiatives; identifying and fostering development opportunities; securing funding for development activities and programs; ensuring public input into development plans and projects; and administering and monitoring community empowerment and transfer initiatives.

Providing adequate services will result in opportunities to increase the development of the community and increase local responsibility for program management and delivery. Providing increased opportunities will have a significant effect on the overall well being of community residents.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Facilitate community development planning in order to identify and establish development opportunities
Main Activities
 - Facilitate the community development planning process
 - Establish and support a Community Development Committee
 - Facilitate the development of, and implement, a Community Development plan including vision, goals and objectives
 - Research and provide recommendations on Community Development opportunities

2. Establish community transfer and empowerment initiatives in order to ensure the transfer of powers and responsibilities is beneficial to the community
Main Activities
 - Identify areas for potential transfer of powers and responsibilities
 - Conduct research on programs
 - Assess the community capacity to deliver and manage programs and services
 - Conduct a cost/benefit analysis to transferring programs and services
 - Identify deficiencies to taking over responsibilities
 - Coordinate and Chair meetings on community empowerment and transfer

- Work with Regional Interdepartmental Community Empowerment Teams to initiative community transfers
 - Ensure public input into the transfer of powers and responsibilities
 - Review community transfer agreements with legal counsel and other professionals
 - Update Council, staff and the public on community transfer programs
 - Negotiate community transfer agreements
3. Implement and monitor community empowerment and transfer programs
- Main Activities
- Coordinate necessary resources
 - Assist with development of human resource plans
 - Identify and secure required facilities and equipment
 - Identify and secure financial resources
 - Identify and secure program expertise and resources
 - Monitor community transfer initiatives
 - Evaluate community transfer initiatives
 - Provide accurate and timely reports to Council and to responsible agencies
4. Secure funding for community development activities and programs in order to ensure the community has the necessary resources for development
- Main Activities
- Research private and public sector funding opportunities
 - Consult with industry and government representatives concerning eligibility requirements for funding
 - Prepare proposals for funding to support community development
5. Provide support to Council and the SAO to ensure they can make effective decisions
- Main Activities
- Prepare reports on community development and community transfer programs
 - Make presentations on community development and community transfer programs
 - Provide advice on development and transfer opportunities
 - Implement Council decisions
6. Complete administrative functions to ensure that the program is properly funded and administered
- Main Activities
- Prepare and monitor the community development and transfer budget
 - Submit required reports concerning community development and community transfers
 - Assist with the office operation
7. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ community planning and development theories and practices
- ✓ community transfer programs, services and resources
- ✓ cost benefit analysis processes
- ✓ local, regional and territorial development potential and opportunities
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern economic, cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to develop and analyze community development plans
- ✓ ability to analyze community transfer programs and initiatives
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ effective financial skills
- ✓ computer skills including the ability to operate computerized word-processing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Community Coordinator. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Community Coordinator would normally attain the required knowledge, skills and attitudes through completion of a Diploma or Degree in Community Planning and/or Business Administration combined with related financial experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Community Coordinator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Community Coordinator may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Community Coordinator may have to manage a number of projects at one time, and may be interrupted frequently. The Community Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Community Coordinator to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Community Coordinator will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.