

COORDINATOR OF COMMUNITY DEVELOPMENT TOWN OF COALHURST

The Town of Coalhurst is currently accepting applications for the full-time permanent position of Coordinator of Community Development.

As the Coordinator of Community Development, you are a connector for facilitating action in the community. You work to create an interconnectivity of knowledge, passion, and activity in our volunteers, focused on the events, programs, communication and services that enhance social and physical well-being of individuals, families, and groups targeted to all demographics in Coalhurst. This is a new position so you will have a strong influence in creating immediate and long-term opportunities and impacts.

This position will spearhead a diversity of tasks including but not limited to internal and external communications and correspondence, arts, culture and recreation, sustainability, community events, tourism, external promotions, clerical support as related to the department, and other duties as determined by the Chief Administrative Officer.

As this work involves a high level of interaction with the public through event planning and coordination with community stakeholders, you must accurately disseminate and relay information from the community to the relevant Town personnel as needed. Expect that some evening and weekend obligations will be required.

Coalhurst is a growing community so you will work to build our community profile, partnering with existing and new organizations to bring people together to achieve our collective goals.

The successful candidate will have a passion for public service that improves the quality of life for our community, accomplished by bringing individuals and groups together to address a common goal or need. You foster connections, develop partnerships, and build community capacity while acting as a catalyst for new projects or programs. You will steward the Community Grant program, and coordinate community celebrations, such as Miner's Days, Canada Day, and other popular or significant events.

Qualifications:

- Post-secondary diploma or degree in the social sciences, human services, community development, recreation or cultural management, or a related field.
- Preferable to have a minimum of four (4) years of related experience in community social planning, through volunteer opportunities, community social assessments, action plan development with stakeholders, project management or group facilitation.
- Strong organizational, communication, customer service and interpersonal verbal and written skills with an ability to work alone or with a group.
- General knowledge of federal, provincial and municipal grants associated with recreation and culture.
- Possess skills required to operate computer systems software and related applications including word processing, spreadsheet and databases.

- Able to plan, facilitate and provide support for groups and events.
- Possess a valid Class 5 driver's license.

Working Conditions:

- Ability to attend meetings outside of regular business hours
- Manual dexterity required to use desktop computer and peripherals
- Evening and weekend event obligations when required
- Lifting or moving up to 10lbs may be required
- Normal working day consists of 7 hours; however occasional overtime may be required

The Town of Coalhurst offers a competitive salary (dependent upon qualifications and experience), and a comprehensive benefits package.

Interested applicants are invited to submit their resume and cover letter, in confidence, by mail or e-mail, stating "Coordinator of Community Development" by 4:30PM (MDT) on Friday, March 17, 2023:

Attention: Jeffrey Coffman
Chief Administrative Officer (Interim)
Town of Coalhurst
Box 456
Coalhurst, Alberta T0L 0V0

Telephone: (403) 381-3033 E-mail: hr@coalhurst.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.