

SAYWARD COMMUNITY CAPACITY COORDINATOR

JOB SUMMARY

The role of the Sayward Community Capacity Coordinator is to help build community capacity in the Sayward Valley and the Village of Sayward. The Coordinator will build and foster healthy and connected people, as well as coordinate training opportunities and spearhead community projects in the Sayward Valley and Village. The Coordinator provides leadership in facilitating partnerships and projects, as well as promoting and advocating the health and wellbeing of the community.

DUTIES & RESPONSIBILITIES:

- Coordinate and oversee projects and learning opportunities to strengthen the capacity of the community and move towards tangible actions and outcomes.
- Facilitate and organize monthly meetings of the Steering Committee and the appropriate community committees (in conjunction with the Steering Committee). This includes the preparation and distribution of agendas, minutes, facility booking, and communications.
- Prepare and manage the budget and, with the support of School District 72, provide financial reports on a monthly basis.
- Manage correspondence, communication and promotion of projects, including the use of social media.
- Provide leadership and actively seek out opportunities to secure partnerships, funding and other resources that will work towards securing the long-term health and well-being of the Sayward community.
- Coordinate and host training opportunities for the Sayward community around topics such as grant writing, cultural safety, capacity building workshops and participation in regional forums.
- In conjunction with the Steering Committee, identify and lead implementation of project implementation projects where to fill identified gaps.
- Procure and manage goods and services contracts (e.g. meeting facilitators, catering, and professional consultants) as required.
- Develop and promote collaborative, healthy working relationships with partners, stakeholders, and government agencies to achieve project aims.
- Use collaborative asset-based community development approaches that ensure diverse voices are represented.
- Connect and communicate with stakeholders throughout the region to facilitate connectedness with other communities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to coordinate and facilitate public participation and community development processes
- Demonstrated facilitation, oral and written communication and presentation skills
- Self-starter with an ability to work independently
- Proficient in digital engagement for communication, information gathering and decision making

- Collaborative communication style that supports individuals/groups to achieve optimum collaboration and cultural safety
- Highly organized and well-developed oral and written communication skills
- Experience in event planning and coordination
- Project management experience
- Proven team player that can follow a system and protocol to achieve a common goal
- Ability to work a flexible work schedule, including some weekends and evenings, and travel to meetings throughout the Valley and Village, as well as to Campbell River, when required
- Ability to foster and promote good public relations
- Ability to promote positive change
- Familiarity with local government regulation, operations and procedures as well as provincial/federal and First Nations would be desirable
- Knowledge of determinants of health and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction would be desirable
- Ability to maintain confidentiality on all sensitive matters and to deal tactfully and effectively with elected officials, senior staff, media and members of the public
- Ability to multi-task, set priorities effectively, time manage and problem solve, including early identification of issues/problems that may arise, with an awareness of when to elevate issues as appropriate

QUALIFICATIONS AND EXPERIENCE:

- Post-secondary degree in community development, public health, social sciences, planning, public or business administration or a related field or an equivalent combination of education, skill and experience is desirable
- Three to five years recent related experience in community development and health or the equivalent combination of education and experience is desirable
- Familiar with local and regional community needs, resources, services and programs and is readily able to engage community members and service providers
- Valid Class 5 BC Drivers License and own vehicle is required

Contract Position until Spring 2019

Send Resume to Cheryl at crsby6@uwcncvi.ca

By June 4, 2019 @ 4:00 pm