

Posting # 1866

Title: Partnership and Outreach Co-ordinator

Section: Community Initiatives and Partnership

Division: Leisure Services

Department: Community Development

Initial Reporting Location: Tom Davies Square

Job Status: Contract Position

Estimated Probable Duration: Two (2) Years

Number of Vacancies: 1

Affiliation: Non Union

Hours of Work: 70 hours bi-weekly

Shift Work Required: Some evenings and weekends may be required

Range of Pay: Group 11 - \$3,014.20 to \$3,548.30 bi-weekly (Subject to Review)

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis.

Main Function: To maintain, seek and support new partnership and grant opportunities for the delivery of Leisure and Cemetery Services programs and facilities.

Characteristic Duties: Under the general direction of the Manager of Community Initiatives and Partnership.

1. Prepare and evaluate Expression of Interests and Requests for Proposals for the potential alternate delivery of leisure programs, services and facilities.
2. Act as the Division's liaison with third parties providing programs or operating facilities under an alternate service delivery agreement.
3. Receive, review and evaluate proposals received for the third-party delivery and provision of recreation services and facilities, using the City's established Partnership and Implementation Framework.
4. Promote and explore corporate sponsorship opportunities for the investment in Leisure Services programs and facilities under the guidelines of the City's Corporate Sponsorship Policy.
5. Research, write and submit Division proposals for development and grant opportunities and fulfill reporting requirements; liaise with Counsellors regarding allocation and policies.
6. Explore and secure naming rights for investment in Leisure facilities under the City's Building, Property and Park Naming Policy or related policies.
7. Negotiate contracts and/or agreements as required and in accordance with CGS policies.
8. Liaise with user groups, stakeholders and volunteer organizations on Leisure Services Division matters.
9. Manage the financial, human and physical resources for assigned projects.
10. Conduct job performance appraisals, salary reviews and discipline, and act as Management's Representative in the Grievance Procedure in accordance with any respective Collective Bargaining Agreement.
11. Act as a spokesperson for the Division as required; attend and facilitate at public meetings; respond to inquiries from Counsellors, citizens and the media.
12. Work evenings and weekends as required. Participate in the On-Call Rotation Schedule for the Division facilities and programs (e.g. pools, ski hills, fitness centres).
13. Represent the Division in legal actions as required by the City Solicitor and Clerk.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

Qualifications:**Education and Training:**

- University degree in a related discipline (e.g. Business Administration, Commerce and/or Economics) from a recognized University with Canadian accreditation.
- Additional education initiatives to update and expand competencies.

Experience:

- Four (4) years of responsible related experience, including one (1) year of supervisory experience.
- Additional education initiatives to update and expand competencies considered an asset.

OR

Education and Training:

- College diploma in a related discipline (e.g. Business Administration, Commerce and/or Economics) from a recognized College with Canadian accreditation.
- Additional education initiatives to update and expand competencies.

Experience:

- Six (6) years related experience including one (1) year of supervisory experience.

Knowledge Of:

- CGS's priorities and strategic plans.
- Industry trends, emerging issues, best practices and opportunities related to leisure services, sponsorships and partnership development.
- Horizontal linkages to other relevant governmental levels and services as well as the private and non-profit sectors.
- Preparation of business plans, proposals and grant applications.
- Applicable legislation and related regulations.
- Principles of project management and budgeting.
- Word processing, spreadsheet and presentation software in the MS Windows environment.

Abilities To:

- Understand and meet the needs of customers.
- Demonstrate supervisory abilities.
- Demonstrate effective interpersonal and communications skills including public relations.
- Balance conflicting demands in a political environment.
- Lead change initiatives; manage projects and respond quickly to emerging opportunities or risks.
- Work independently with minimal supervision.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.
- Drive to address client satisfaction and advance the community.
- Ability to work effectively in a team environment.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

Leadership Competencies: Tactical Coordination and Direction (I)

For more information on leadership competencies, please visit www.greatersudbury.ca/jobs.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, February 29, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca