



## COMMUNITY ENHANCEMENT COORDINATOR Permanent Full-Time (35 Hours per week)

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**Why Choose Loyalist for Your Next Great Career Opportunity?** Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

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**Annual salary:** \$60,776 - \$69,742

**How to Apply:** Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, April 7, 2024.

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### **POSITION SUMMARY:**

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan, within applicable Council resolutions, bylaws, and other legal frameworks.

The Community Enhancement Coordinator is responsible for creating, coordinating, and delivering comprehensive community events and activations for residents and visitors. This position is accountable for the effective and efficient implementation of the Volunteer Management Program, ensuring volunteers are engaged, trained, recognized, and activated to support and strengthen our community. This position collaborates with stakeholders, internal and external, to ensure the delivery of exceptional community events and activations that enrich the community and align with Council's Strategic Plan. The Coordinator is required to use innovative thinking to continually improve and create new community engagement opportunities. This position is a key member of a vibrant team, providing a one stop resource centre for community groups and volunteers working to support and enhance community vibrancy.

### **MINIMUM QUALIFICATIONS:**

- A diploma from a recognized college in Event Management, Tourism, Community Economic Development, Business Administration, Marketing, or related field. A university degree in a related field would be considered an asset.

- Three (3) years of related work experience. Experience in a municipal work environment and event management would be considered an asset.
- Experience with event management and community development/engagement.
- Proficiency in software applications, including MS Office, social media platforms, and Canva.
- Required to possess and maintain valid Class “G” driver’s license with a satisfactory driving record and have access to reliable personal transportation for corporate use.
- Sound knowledge of policies, issues, trends, and best practices related to community event planning and volunteer management.
- Possess and maintain current CPR, First Aid.
- Ability to obtain and maintain a CPIC check required.

**SKILLS, ABILITIES AND KNOWLEDGE REQUIRED:**

- Understanding of the dynamics of a political organization and the importance of confidentiality, while navigating politically sensitive solutions.
- Excellent communication (written/verbal), report writing and presentation skills, as well as strong interpersonal skills that support internal and external collaborations.
- The ability to adapt and effectively handle multiple demands and conflicting priorities.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- Strong organizational, time management, leadership, decision-making and problem-solving skills.
- Strong research and analytical abilities.
- Superior ability to make accurate and timely decisions.
- Demonstrated experience in media relations and marketing.
- Working knowledge of budgeting and financial management.
- Familiarity with community based strategic planning; and
- Strong familiarity with non-profit sector; service clubs and volunteer agencies.
- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive, and complete.

**DUTIES AND RESPONSIBILITIES:**

**Community Event Coordination Duties**

- Develop, coordinate, implement, attend, and evaluate all Township hosted community events within the Heritage, Culture and Tourism portfolio.
- Create and implement an inclusive community-focused delivery model for events and activations.
- Work to encourage participation of the diverse communities within the municipality. Ensure events and activations offer a welcoming and inclusive environment for all individuals.
- Regularly evaluate and report on event performance to ensure goals and objectives are achieved.
- Responsible for implementing risk management principles for event participants, volunteers, and staff, through the development of event specific Emergency Management Plans.

- Ensure that events achieve multiple objectives of community engagement, economic development, market awareness, and civic pride.
- Monitor, evaluate and make recommendations for annual and one-off event operating budgets.
- Ensure that staff, volunteers, and contract service providers are performing their duties as outlined in Township policies and procedures.
- Engage contract services for events and activations, ensuring that all requirements, including insurance coverage and certifications are met.
- Assist with the development and implementation of marketing initiatives related to community events, including promotional and print materials in partnership with the Communications Division.
- Maintain supplies, equipment and materials associated to event operations and ensure all logistical needs are ordered or in place.
- Prepare and communicate all event operations plans to ensure effective internal communication and resource planning.
- Review, assess and provide recommendations on ways to improve accessibility, and environmentally friendly practices related to community events.
- Attend committee and working group meetings, providing administrative support as required.
- Research and apply for all applicable Federal, Provincial, and private grant programs and oversee the application process, ensuring grant requirements are completed.
- Recruit, train, and supervise part-time staff and volunteers.
- Develop, implement, and monitor an Event Strategy.
- Collaborate with various Township departments and divisions to effectively plan and implement corporate events and programs.
- Conduct research and evaluation to support departmental and divisional decision-making.
- Establish and maintain solid networks with industry partners, community stakeholders and institutions. Organize and attend meetings with government agencies and other community organizations.

#### **Volunteer Coordination Duties:**

- Participate in the effective recruitment of volunteers for municipal events and programs including the coordination of necessary documentation and training.
- Implement the annual Civic Awards program and make recommendations for program improvements.
- Maintain volunteer database, ensuring records are kept up to date.
- Maintain effective communication with volunteers in the volunteer database to support engagement and volunteerism.
- Track and monitor volunteer engagement and volunteer satisfaction.
- Report volunteer statistics annually.
- Ensure appropriate recognition is provided to all volunteers, donors, sponsors, and other supporters.

#### **Corporate Coordination Duties:**

- Support the development, implementation and maintenance of Heritage, Culture and Tourism related Strategies and Action Plans.
- Represent and deliver service excellence.

- Respond to complaints, inquiries, and information requests from the public in a respectful and professional manner, in accordance with the corporate Customer Service Policy.
- Foster and maintain working relationships with other Township departments, divisions and elected officials, community organizations and agencies.
- Participate as an active member of the Heritage, Culture and Tourism Division and Community & Customer Services Department, providing input related to community needs, cultural activations, and event operations.
- Support community organizations, businesses, and individuals with their efforts to enhance Loyalist Township.
- Actively seek ways to enhance current operations, improving sustainability and efficiency.
- Use innovative thinking to create new community engagement opportunities.
- Develop and prepare grant applications; oversee and supervise approved grant projects including maintaining contact with funding agencies and completing reports.
- Protect your own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Perform other related duties as required.
- Work evenings and weekends as required.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **WORKING RELATIONSHIPS:**

#### Internal

Daily communication with colleagues throughout the organization.

#### External

Daily communication with Township residents, agencies, community volunteers, service clubs and community groups.

### **WORKING CONDITIONS:**

- Normal office environment working conditions apply as well as working outdoors.
- Will be required to attend programs / events / location which may take place outdoors and / or in different facilities.
- May be seated for long periods (3-4 hours).
- Work hours vary, must be able to work a flexed schedule to equal a 35-hour week to accommodate evening and weekend programming requirements.
- Occasional lifting, carrying, and moving of items may occur.
- The use of a personal vehicle to transport equipment or supplies is required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at [hr@loyalist.ca](mailto:hr@loyalist.ca) or 613-386-7351 ext. 149 if you require accommodation.