

Job Title: Coordinator, Rural Relations Temp

Requisition ID: 2889

Affiliation: Exempt

Position Type: Temporary Full Time

Fixed Term Duration: Approximately eleven (11) months

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Division/ Department: Office of the CAO, Indigenous and Rural Relations

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 12/08/2024

Closing Date (dd/mm/yyyy): 27/08/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Rural Relations Coordinator is responsible for supporting community relationships, programming and resource opportunities to the citizens of the rural south hamlets. Utilizing municipal owned land and facilities, the Incumbent will identify strategies for enhancing community well-being as well as facilitate opportunities for successful community development. Areas of focus may, at the discretion of the Supervisor, include senior's programs, family activities, youth activities, special events, pilot projects, community driven initiatives, open houses, recreation opportunities and cultural/arts opportunities and programs. Poor judgement or errors may result in a negative impact on municipal operations, corporate image, and strategic direction. Primary responsibilities of the position include:

Administration: Prepare program reports as required. Appropriately plan within the Social and Community Development budget. Respond to resident inquiries and follow up with appropriate resource or information. Report on meetings, events and programs.

Departmental Support: Research, coordinate and provide knowledge of the available resources in the area that can be of assistance to residents. Plan and implement advertising and promotional campaigns for events/programs/projects with the approval of supervisor. Assist the department in carrying out the required tasks to see engagements and events to completion. Maintain and build positive relationships with internal and external stakeholders.

Departmental Coordination: Plan and implement small events/programs/projects to encourage target audience to participate in programs and activities. Identify community needs and support organizations, communities and boards to access external resources through collecting and sharing of information. Perform other duties as required.

SKILLS REQUIREMENTS:

- Understanding of community development principles and practice.
- Written and verbal communication skills.
- Ability to effectively interact with internal and external clients and stakeholders at all levels.
- Organize workload, set priorities, and work within tight timelines.
- A self-starter who takes initiative without being prompted.
- Ability to provide criminal record with vulnerable sector check for review and acceptance.
- Valid Standard first aid certification.
- Proven organizational, interpersonal, written, communication and group process skills.
- Flexibility to perform duties after regular hours, on weekends and holidays, as required in meeting community needs.

- Ability to physically lift boxes, event materials, folding tables and chairs.

EDUCATION:

- Degree or diploma in Social Science, Arts, Social Work, Community Development, Public Administration, or related human services discipline. An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Experience working in a public sector environment considered an asset.
- Experience working with rural communities considered an asset.
- Three (3) degree/diploma or five (5) years' experience in a community and/or social services role.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check for review and acceptance.
- A valid Class Five (5) Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Clean driver's abstract is considered an asset.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**