

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Community Engagement Officer

Permanent, part-time

Wage: \$26.53 - \$33.16 per hour (18 hours weekly)

As Northumberland County Archives and Museum's Community Engagement Officer you'll build meaningful connections, both in-person and online, and help our visitors experience everything NCAM has to offer.

You'll be the friendly face of NCAM, greeting visitors, answering questions, and providing a warm, welcoming environment. In addition to processing admissions, donations, and purchases, you'll help people plan their visit and promote experiences in Northumberland County. As the voice of NCAM online, you'll respond to comments and build awareness about our offerings. With your expertise as a digital communicator, you'll create engaging social media and other digital content that promotes NCAM's exhibits, programs, and collections while using analytic tools and metrics to monitor performance and adapt strategies to enhance NCAM's online presence and community engagement.

You'll help us grow our fundraising efforts by maintaining strong relationships with donors and sponsors and supporting recognition programs, including creating content to highlight our supporters. You'll also provide administrative and operational support for public programs and events, assist with content development and delivery of engaging experiences for diverse audiences, and collaborate with team members on initiatives that strengthen community partnerships.

Qualifications & Skills:

- Post-secondary degree or diploma in field related to the requirements of the job (Communications, Marketing, Museum Studies, Education etc.) or a combination of education and experience working in cultural institutions, non-profit organizations or a creative services environment.
- Experience in roles related to community engagement or donor stewardship is considered an asset.
- Strong oral and written communication skills.
- Demonstrated experience managing social media platforms, creating engaging digital content, and leveraging use of metrics and analytic tools to drive performance.
- A friendly and approachable personality to engage with visitors and build community relationships.
- Commitment to providing exceptional customer service and enhancing the overall visitor experience.
- Familiarity with effective community outreach techniques and post-event evaluation methods.
- A collaborative mindset, ready to work with diverse teams on programs and outreach efforts.

- Detail-oriented, organized, and able to multi-task in a dynamic environment.
- Proficiency in computer applications including Microsoft Office, in particular Outlook, Excel and Word, graphic design software (e.g., Adobe Creative Suite) and video editing tools.
- Proficiency in use of tools, technologies and best practices to enhance accessibility.
- Working knowledge of collections management databases is considered an asset (e.g. MINISIS, M2A).

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Monday, January 27, 2025**, to:

Human Resources
 County of Northumberland
 555 Courthouse Road
 Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.