

COMMUNITY LIAISON SPECIALIST

Position ID: J0525-0269

Job Title: COMMUNITY LIAISON SPECIALIST

Job Type: Full Time

Department: Culture and Heritage

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Community Liaison Specialist applies the Council Lease and License Policy to develop and implement a transparent process for the City to enter into legal agreements with third-party service providers (not-for-profit organizations) in the provision of services that best meet public needs and achieve Council's focus areas through use of City lands and facilities.

Accountabilities include but are not limited to:

- Broker existing relationships with not-for-profit organizations that occupy City lands and facilities in addressing community needs while ensuring risks to the municipality are mitigated
- Lead and coordinate research, environmental scans, and policy discussions to develop policies that govern relationships between the City and community not-for-profit partners
- Develop the process for intake and assessment of submitted proposals to use City owned lands and facilities by third-party providers (not-for-profit)
- Negotiate, coordinate, and prepare leases and licenses for not-for-profit organizations
- Monitor partner performance including facility management plans, business plans, maintaining services and use as determined by lease terms, governance, risk management, asset management practices (if applicable) or any other items required under applicable City policies, as requested
- Act as a central point of contact with various internal departments to ensure corporate alignment, collaboration, and communication between all stakeholders related to approved projects and initiatives
- Review contract and service agreements with service providers to ensure adherence to Lease and License Policy
- Develop strong relationships with internal and external stakeholder; build constructive, friendly, professional relationships with key customer groups and partners, presenting as a genuine and true steward within the organization and larger community
- Assist with the development of business plans and budgets
- Prepare and present reports to senior management and City Council, as requested

You Bring:

- Post-secondary degree in business, law, contract management, policy development or related fields is required
- Real Property Administrator (RPA) designation or candidacy; or Facilities Management Administrator (FMA) designation an asset
- 5 years' experience in the areas of not-for-profit leasing and licensing, and/or government/partner relations
- Knowledge of property management including lease administration
- Experience and knowledge of contract management
- Advanced computer skills (MS Office)
- Excellent relationship building and negotiation skills
- Deliver consistent professional services while managing conflicting priorities and public scrutiny
- Operate with significant independence, demonstrating initiative and resourcefulness in achieving business objectives
- Excel in a fast-paced, deadline-driven environment, adapting to constant changes and challenges
- Outstanding communication and interpersonal skills
- Foster a positive influence within a team setting

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time position which includes a comprehensive benefits and pension package.

You may be required to work days, evenings, weekends, and/or late nights.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.