



A great place to work starts with you!

Join a team that prioritizes public service, where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, fostering a collaborative environment across departments to improve efficiency and innovation. With a solution-focused mindset, we approach challenges with resilience. Parkland County is committed to respect, working to uphold transparency, inclusion, and accountability in all decision-making. With a focus on safety, we create a supportive and safe environment for employees and the public. If you share these values and are ready to contribute to a dynamic and caring organization, we encourage you to consider this opportunity.

Now Hiring: Community Development Coordinator (Competition #25-84)

Parkland County has an opportunity for a *permanent, full-time* Community Development Coordinator position in the Community Services Department. Reporting to the Manager, Community Programs, the Community Development Coordinator is responsible for a variety of portfolios within the areas of community development, social development, recreation, parks and culture, programs and services that enhance the well being of our residents. This role involves fostering connections, developing partnerships, and building community capacity while serving as a catalyst for new projects and programs. The Coordinator will plan and coordinate both internal and external programs and events, acting as a community facilitator to support community leagues and not-for-profit groups in board development. They will participate in committees and engage with municipal partners to stay informed about current practices and trends in community development supporting the department to achieve its annual goals and service area's strategic plan.

The ideal candidate for this position will have the following:

- Bachelor's Degree in Recreation, Social Work, Public Administration or a related discipline.
- Diversity, Equity and Inclusion training is considered an asset.
- Standard First Aid C with CPR.
- Mental Health First Aid certification is considered an asset.
- A minimum of two (2) to four (4) years of demonstrated experience in strategic thinking and working with the community to achieve common goals.
- Ability to analyze community trends and themes and bring direction from Council into existence, highlighting the needs and outcomes to construct a successful program.
- Excellent customer service and relationship building skills including working with diverse groups of people.
- Experience with project or event management.
- Possession of a valid class 5 driver's license and satisfactory driving record.
- Current clear criminal record check with vulnerable sector screening must be provided by successful candidate prior to starting in the role.

The total rewards package for this position includes:

A starting annual salary of \$82,300 to \$89,000, with a maximum earning potential for this pay range of \$104,200, based on a 35-hour work week and option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements allowing remote work options (based on position's needs), and personal days are offered. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a mental health committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view the complete Total Rewards Package for this position!

Additional Information

Interested candidates are invited to apply online at parklandcounty.com/Careers by Friday, September 26, 2025 at 4:00 p.m.

The primary work location for this position is Parkland County Centre – 53109A Hwy 779, Parkland County, AB.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com.