



Community Initiatives Coordinator (Contract - Up to 21 Months) - Job ID #2602

Job Title	Community Initiatives Coordinator (Contract - Up to 21 Months)	Status / Job Type	Contract Full Time
Commission	CAO & Mayor's Office	Department	C.a.o. Office
Union Affiliation	NON-UNION - CONTRACT FULL TIME	Number of Openings	1
Rate of Pay	\$40.44 to \$50.55	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Apr 9, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Apr 23, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Social Development and Policy, the Community Initiatives Coordinator supports the planning, organization, and delivery of corporate and departmental initiatives such as the Local Immigration Partnership, Inclusive Community Plan, Community Safety and Well-being Planning, Youth Services Strategy, and Age-Friendly Community Planning. The Community Initiative Coordinator also responds to priorities and direction from the CAO, Mayor and Council, and is responsible for supporting corporate initiatives, such as policy development and change management projects.

The successful candidate will demonstrate experience working within a multi-stakeholder, community-based project environment and proven ability in partnership development, grant writing, project planning, and evaluation, including but not limited to, the areas of age-friendly community planning; diversity and inclusion; crime prevention; child, adolescent, adult and community health; mental health; addiction; food security; poverty reduction; and educational

attainment. The successful candidate will be required to prepare regular oral and written reports to Committee and Council on the status of current projects, milestone achievement, and fiscal status.

Qualifications

- A University Degree in Business Administration, Commerce, Public Policy, Public Administration, Social Development, Social Work, Education or related field.
- Over two (2) years experience in a Public Sector, Social Services, Community Health, Education, Geography, or Community Development required.
- Experience developing program models and evaluating outcomes, including the development for logic models and measurement tools.
- Interpersonal skills as well as verbal, written and presentation skills are essential.
- Demonstrated research, analytical and report writing skills are required.
- The successful candidate will have an excellent understanding of current issue surrounding poverty, community safety, child development, age-friendly planning, mental health and neighbourhood development.
- Knowledge of the current suite of MS Office productivity tools including PowerPoint, Excel, and Word are essential.
- Project Management Professional (PMP) Certification is an asset.
- Criminal Reference check will be required upon time of hire.

Posting Restrictions

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.