



Employment Opportunity

Strategic Initiatives Coordinator

Permanent Full-Time - Pay Level 5: \$68,086 - \$85,893

The County of Annapolis is currently seeking a Strategic Initiatives Coordinator to join our team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, villages, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

The Strategic Initiatives Coordinator is responsible for overseeing and facilitating various Council priority projects. Main responsibilities include developing the poverty and marketing levy projects, the coordination of the municipal grant program, and supporting initiatives for inclusion, diversity, equity, and accessibility.

Qualifications:

Education: Candidates for this position must possess an undergraduate degree in business, public administration, project management, or a similar educational program.

Experience: Candidates must have a minimum of 3-5 years' experience working in a project management setting, ideally with experience in funding programs and community projects. Preference given to those with experience in a public sector environment and interacting with government agencies.

Knowledge: Proven familiarity with municipal bylaws, provincial legislation, and government funding opportunities.

Skills: Capacity to manage multiple projects and interact with a variety of stakeholders. Strong technical writing skills and research skills are required.

Requirements: Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. This position will occasionally require work outside of normal office hours including evenings and weekends.

Core Competencies

Project Management: Ability to manage multiple projects, pivot based on needs, and drive the Municipality forward in strategic initiatives.

Political Acumen: Strong understanding of Municipal government functions; sensitivity to community and council interests. Demonstrated commitment to public service excellence and community engagement.

Equity, Diversity, Inclusion, and Accessibility: Plays an active part in a respectful, inclusive, and accessible workplace, including with members of the public. Prioritizes IDEA initiatives in all aspects of the role.

Communication: Ability to communicate with government agencies, personnel, and members of the community. Ability to facilitate public presentations, and present projects to senior leadership and Council.

Research Capabilities: Ability to provide timely research and produce outcomes as required.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

Deadline for submissions: 4:00PM on November 8, 2026

Please submit your resume and cover letter through our careers page:

<https://careers.risepeople.com/municipality-of-the-county-of-annapolis/en>

Applications will not be accepted via Social Media

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

We are committed to providing an inclusive and accessible workplace for all. Accommodations are available throughout the recruitment and selection process. If you require an accommodation at any stage of the process, please let us know through our email below.

employment@annapoliscounty.ca

(902) 532-0890

Municipality of the County of Annapolis

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www.AnnapolisCounty.ca