



Community Development Coordinator

Summerland, nestled in the heart of the Okanagan Valley, is a warm, friendly town with beautiful beaches, orchards, vineyards and mountains. Here you will find an active arts and cultural life, a wonderful outdoor environment and a great quality of life.

The District of Summerland is seeking a progressive, innovative and self-motivated professional to join our team in the capacity of **Community Development Coordinator**. This is a full time exempt position reporting directly to the CAO.

The Community Development Coordinator's primary role will be to manage and coordinate community services and cultural development for the District. The successful candidate will provide leadership within the arts, cultural and community sectors and facilitate partnerships encompassing community organizations, service clubs, cultural groups, volunteers, residents, developers, and businesses as well as the delivery of some special events.

The successful candidate will be experienced in the areas of community outreach, volunteer management, operating grants programs, cultural planning, and policy development. You have the ability to engage the arts, culture and heritage community, businesses and general public in a wide variety of activities.

The Community Development Coordinator will represent the District on various community committees and establish and maintain effective working relationships with diverse interest groups; manage partnership agreements and assist in capacity building with community groups.

The incumbent will be required to prepare reports and develop strategies to ensure community needs are met and to optimize service levels and encourage community ownership. Areas of responsibility will include (but not limited to) liaison with community groups, associations and non-profit organizations, transit, and arts & cultural planning and development.

The position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people. If you like to build positive relationships and have excellent organizational and communication (verbal and written) skills, this may be an exciting position for you.

The incumbent will work collaboratively with District staff to foster and enhance the growth of a culturally vibrant and creative municipality and must be able to work flexible hours including evenings and some weekends as required to meet community needs. Preference will be given to those with relevant experience in a local government setting.

In addition to the attributes listed above, minimum qualifications include:

- 3+ years' experience in a management capacity with responsibility for community development, operating grants programs, cultural planning, arts administration.

- Completion of post-secondary courses that have led to a degree/diploma that supports this role (eg. Arts, Communication, Cultural Planning, Community Planning or Public Administration).
- Proven ability establishing good rapport with people and positively influencing opinions, attitudes or judgments.
- Sound project management skills and experience in effectively and efficiently managing multiple projects/events/programs.
- Proven ability providing leadership to volunteers, event organizers and other staff; ability to pull together diverse, collaborative teams of staff and volunteers who have the ability to impact community changes; considerable knowledge of the objectives, principles and philosophy of volunteer work.
- Proven ability building, developing and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.
- Working knowledge of budgeting and financial management
- Computer proficiency
- Criminal record check and valid drivers' license required.

This management level position offers a competitive salary as well as a comprehensive benefits package.

Interested applicants should send a cover letter and resume (pdf) to hr@summerland.ca by 4:00 pm on Thursday, March 30, 2017.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted.