

Employment Opportunity:



Position Title: COMMUNITY PROJECT SUPPORT COORDINATOR

Reports to: Chief Administrative Officer

Classification: Full time term position (35hrs/week/25 weeks)

Hourly Rate: \$25 per hour plus 4% vacation pay.

Purpose and Scope of the Position:

Working under the direction of the CAO the Community Project Support Coordinator is a term position within the municipality that leads efforts in assisting with project management of various municipal initiatives to support communities within the Municipality. The main areas of focus are communication, tourism, economic development initiatives, climate change, emergency management and accessible recreation programs.

List of Duties:

1. Develop a communication plan including standard operating procedures for Emergency Management in St. Mary's; specifically focus on public communication during natural disasters. Develop templates for public communication.
2. Provide support in organizing Emergency Management committee meetings and preparing/updating supporting documents/contingency plans.
3. Review the following municipal plans/documents; Municipal Planning Strategy, Land Use By-law, and the Municipal Land Development "What we heard report" to provide support and project management assistance to the Director of Economic Development and CAO during the development of a Neighborhood Housing Concept Plan. Research and develop a policy for the Municipality to work with for profit developers to help aid in the housing crisis. Policy must ensure compliance with the Municipal Government Act. Prepare media releases, public communication, advertisements and promotional material related to economic development initiatives.
4. Support climate change initiatives and planning strategies by leading the project management of updating the Municipal Source Water Protection plan. This includes organizing committee meeting, preparing minutes and meeting package material.
5. Lead in the development of tourism initiatives for St. Mary's, specifically focused on the development of a new digital photography/tourism project to promote the municipality and build a branding/promotional material database.

6. Review the Recreation Master Plan and Active Transportation Plan. Develop program opportunities to help increase accessibility and inclusion throughout the Municipality, specifically in the outlying communities of the municipalities core.

Education and Qualifications:

1. Certificates in project management, tourism, business, marketing, economic development, or a related field of study, (or equivalent experience).
2. Experience and proven success in project management work.
3. Excellent communication, interpersonal and organizational skills with specific emphasis on business writing and business proposal writing skills.
4. Familiar with municipal government operations.

Applications:

Applications by resumes and cover letters will be accepted until the position is filled. Only those applicants selected for interviews will be contacted. Applications will be accepted by email to doug.patterson@saint-marys.ca or by Mail to 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0.

The successful candidate will undergo a reference review by the municipality.

An RCMP, Vulnerable Sectors and Child Abuse Registry check will be required to satisfy standards for work with youth and/or vulnerable people.

The Municipal Human Resource Policy, available at <https://www.saint-marys.ca/municipal-documents.html>, provides more information about municipal employment standards, requirements, and benefits.