



EMPLOYMENT OPPORTUNITY

Position:	Community Development Coordinator
Closing Date:	October 14, 2022

The County of Vermilion River is seeking a highly motivated individual to fill a one-year Maternity leave as Community Development Coordinator. Reporting to the Director of Planning & Development, this position requires an enthusiasm for community vitality and wellness.

KEY QUALIFICATIONS

- Degree in Business, Marketing, Arts, Media or related field
- 3 to 5 years experience in Community Development in a municipal or non-profit organization
- High level of Social media knowledge and expertise
- Desire to work professionally with community organizations and volunteers
- Consideration will be given to an equivalent combination of education and experience

KEY RESPONSIBILITIES

- Coordinate internal and external communications for the County (ie. Website, social media, quarterly newsletters, public notifications, print materials, signage, project campaigns, etc.)
- Manage the grant programs to community groups for Recreation, FCSS, and Cemeteries including application processes, eligibility evaluation, approvals, follow-up reporting, and payments.
- Work closely with community groups on initiatives and projects related to culture, recreation, history, and community enhancement
- Direct the team on the proper use and implementation of corporate identity guide

SKILLS:

- High degree of organizational skills and superior communication skills
- Advanced knowledge of Microsoft Office 365, Adobe, database management
- Ability to work with the highest level of confidentiality
- Ability to prioritize and meet deadlines
- Ability to work independently and with minimal supervision, yet enjoy collaborating with colleagues and peers

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: "**CONFIDENTIAL – COMMUNITY DEVELOPMENT COORDINATOR**" can be submitted by **Friday, October 14, 2022** to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com Fax: 780.846.2716

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.