



Job title:	<i>Community Services Coordinator (3 Month Contract)</i>
Department:	<i>Community Development</i>
Reports to:	<i>Manager, Community Services</i>
Hours of work:	<i>8:30 a.m. – 4:30 p.m.</i>
Details:	<i>37.5 hours per week for 3 months</i>
Issued:	

Job purpose

Under the direction of the Community Services Manager, the Community Services Coordinator will be responsible for the implementation of the Emergency Community Services project, funded by the United Way of Durham Region. This project includes the transfer and development of the GAP Committee COVID-19 Emergency Services webpage, and the implementation of the 'Chalmers Durham' app in partnership with Ample Labs.

To achieve these deliverables, the Community Services Coordinator will liaise with community service organizations, churches, community groups, and local government within the Social Service sector to effectively communicate the goals and outcomes of the project, and work with community stakeholders to ensure both components are successful.

Duties and responsibilities

- Liaise with stakeholders within the Durham Social Service sector to promote awareness of the project and solicit participation
- Schedule and Organize meetings with various individuals, agencies, and partners (Virtually when necessary).
- Creates a communication strategy to promote the project to the community
- Manages day-to-day operations and scope of the project
- Creates social media campaigns. Develop and execute strategies for websites and web pages.
- Seeks new partnership opportunities with relevant community stakeholders
- Works with the Community Development Team and other CDCD staff, as well as members of the community on development, advocacy projects

- and initiatives including workshops, community meetings, media releases, and report writing
- Helps to build and develop the CDCD Community Development and Research program through outreach and participation in community-based initiatives
 - Collaborates with grass-roots community members and local agencies to reach goals
 - Participates in promoting positive workplace culture through agency committee membership and activities
 - Other duties as required

Core Competencies

Valuing Diversity and Social Justice

Supports and promotes an environment that ensures opportunities for all residents, regardless of race, ancestry, ethnic origin, citizenship, religion, gender, sexual orientation, gender identity, age, family status, or disability. Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated, and works to ensure that all groups and individuals receive fair treatment and an equitable share of the benefits of society.

Culturally-Sensitive

Recognizing, understanding, and applying attitudes and practices that are sensitive to and appropriate for people with diverse cultural socioeconomic and educational backgrounds, and persons of all ages, genders, health status, sexual orientations and abilities.

Advocacy

CDCD firmly believes in the importance of education and dialogue to enhance the quality of life for all Durham residents. Our mandate as an organization is to ensure that we work with our community to ensure that disadvantaged groups such as individuals recently immigrating to Canada, persons with disabilities, the LGBT community are considered and included in local planning and policy development. This may involve interventions such as speaking, writing, or acting in favour of a particular issue or cause, policy, or group of people. In the social services sector, advocacy is expected to be in the public interest, as opposed to lobbying by a special interest group may or may not be in the public interest.

Community Participation

Work collaboratively with local community to enable members of a community to participate directly in decision-making about developments that affect the community. This covers a spectrum of activities ranging from passive involvement in community life to intensive action-oriented participation in community development.

Job-Specific Competencies

Community Knowledge

Ability to express vast knowledge of Durham Community, as well as intelligence in social, government and community services.

Technical Knowledge and Design

Able to utilize online and technical platforms to effectively communicate agency information to the community, and helps to forward the goals of stakeholders using these platforms

Planning and Organization Skills

Create and strategize ways in which to complete tasks in a practical manner. Organize ways in which to fulfill tasks with a controlled method.

Analytical Thinking

Understanding a situation by determining key needs, breaking it into parts, studying a problem in a systematic way, identifying casual relationships, anticipating obstacles, considering several explanations/plans, making logical conclusions.

Problem Solving

Ability to address a problem and facilitate ways in which to solve the issue. Potential to assist people with problems they may have and plan ways in which to help solve the concern.

Presentation Skills

Effective in a variety of formal and informal presentation settings by commanding attention. Manages group process during the presentation and is cognizant of audience response and able to adapt content and style accordingly.

Written Communications

Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that instigate appropriate actions.

Qualifications

- A post-secondary degree or diploma in the social science, education communications with an emphasis on community development.
- Experience in project management is a definite asset.
- Experience utilizing social media platforms to promote professional campaigns and information to the community
- Knowledge of Word Press and web-based platforms
- A demonstrated understanding of the community development and social planning process

- Knowledge of the Durham Region and its municipalities, as well as other GTA communities
- Excellent interpersonal, written and oral communication skills
- Self-motivated and has a demonstrated ability to set priorities and handle multiple tasks simultaneously
- Ability to work independently as well as in a team
- Demonstrated critical thinking skills
- Eagerness to learn with a positive attitude

The job incumbent may be required to perform other duties as assigned.

Additional Qualifications

- The Community Services Worker will need to be flexible in the case of attending evening and/or weekend meetings and events as required.
- A valid Ontario driver's license (Class G), use of a vehicle and insurance with the ability to work in a variety of settings is an asset
- Successful candidate must provide an acceptable criminal record search prior to commencing employment

For more information about Community Development Council Durham, visit:
www.cdcd.org

TO APPLY:

Please submit your resume and cover letter on or before September 6th, 2020 via email, with “Community Services Coordinator” in the subject line, to: hr@cdcd.org

We would appreciate no phone calls or agencies.

We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. Community Development Council Durham is committed to an inclusive, transparent and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.