

## Community Economic Development Coordinator (pilot contract)

### In Brief

The Community Economic Development Coordinator works with stakeholders as a resource in facilitating, promoting and encouraging community planning and development projects.

You will be responsible for developing and maintaining relationships with representatives of local, provincial and federal levels of government, community groups involved in development activities and non-profit organizations supporting community engagement and growth.

At various times, you may be tasked with:

- conducting market research,
- developing project proposals and plans,
- coordinating remote and in-person meetings,
- minute taking,
- participating in public presentations,
- coordinating and executing media relations and communications strategies,
- identifying and assisting with completing grant applications, and
- assisting with the completion and submission of reports to funders and stakeholders.

### Responsibilities and Duties

As CFEK's Community Economic Development Coordinator, you will leverage your existing network and work with stakeholders in each of the communities that CFEK serves to help them achieve their Community & Economic Development goals. A number of factors will affect the actual duties that you will perform in this role. These can include but are not limited to:

- the priorities, programs and projects identified by key stakeholders in each community,
- the already-available resources within each community,
- prioritizing and allocating your own time based on achieving the broadest impact across our region.

You will report to and meet regularly with CFEK's General Manager to discuss proposed, ongoing and completed projects and to review attainment to the goal of "broadest possible impact" in our communities.

CFEK has funding available to support Community Economic Development projects. The Coordinator will have input into the specific allocation of these funds to stakeholders in our service area.

### Desirable Qualities

The successful candidate will be outgoing and motivated, able to think strategically and work independently, all while being an integral member of several teams with differing agendas, goals and

deadlines. This role, for which you demonstrate an obvious passion, is about helping communities achieve positive social, cultural, environmental and economic outcomes for individuals and businesses.

## Education

The successful applicant for the contract Community Economic Development Coordinator role will possess either:

- Bachelor degree in a relevant field of study (social sciences, business administration, communication, etc.), or a
- Community Economic Development Diploma or Certificate.

In addition to this minimum education requirement, the applicant should have at least 2 years of work experience in a similar role.

## Job Outlook

This is a 10-month contract position with the possibility of extension or conversion to a full-time staff position, based on an assessment of successful outcomes, feedback from stakeholders and budget considerations. The contract is projected to start January 11, 2021 and conclude on October 29, 2021.

While office space is available in Cranbrook, CFEK will consider a remote work opportunity for the right candidate, provided you reside within CFEK's service area.

## Compensation & Hours

- 42 weeks (including 10 paid vacation days)
- 35 hours per week
- Flexible work schedule with occasional requirement for evenings and weekends
- \$42,000 (\$28.57 FTE)
- National Joint Council rates & allowances for pre-authorized for travel, meals & accommodation

## Contact

Please express your interest in taking on this new role by emailing a cover letter and resumé to [admin@cfek.ca](mailto:admin@cfek.ca) or mail them to Community Futures East Kootenay at 100, 131 7<sup>th</sup> Avenue South, Cranbrook BC, V1C 2J3.

Only expressions of interest received before December 18 at 4:00pm MST will be considered. If no suitable candidate is identified by the application deadline, the position will be reposted. Only qualified candidates selected for an interview will be contacted.