



COMMUNITY DEVELOPMENT COORDINATOR (TEMPORARY)

The Job

Our incredible team at the Town of Edson is looking for a **temporary Community Development Coordinator** to join our organization. This position will be integral in providing active living opportunities within the community among other exciting programs. We are a Town focused on celebrating the local; proud of our pioneering history; supportive of our neighbours and invested in the vibrancy of our recreational and cultural programming.

We recognize that the success of our organization hinges on our dedicated team. Our ideal candidate for this role is passionate about active living, and a responsive, collaborative, facilitator of community. This role is responsible for the administration of programs and events that meet the community's needs.

This temporary, full-time position is for a period of approximately twelve (12) months with the possible extension to eighteen (18) months.

The Candidate

We are excited to offer a fantastic opportunity for the right candidate to join our team! We are looking for a champion of active living and community enhancement. It is critical for the candidate to possess strong organizational skills and an ability to motivate participation.

In addition to the above, we require applicants to possess:

- Post-secondary education in areas related to Recreation/Community Development and experience related to direct delivery of events and programs for all ages is preferred.
- Knowledge of local, regional, and community development services including preventative social services, and cultural offerings.
- Maintain and create community development initiatives and provide meaningful active living experiences for our community, such as Eddie's Big Run, Youth Interagency programs, and Step it Up.
- Effective group engagement and facilitation skills.
- Strong organizational and communication skills.
- Excellent relationship-building and collaboration skills.
- Promote and support volunteerism.
- Must hold a valid Class 5 Driver's License and ability to travel in and out of town.
- Clear Criminal and Vulnerable Sector Check.
- Ability to work flexible hours including evenings, weekends, holidays, and shift work, as required.
- Ability to meet physical demands of setups/takedowns for special events.

About the Town of Edson and our team

Edson's growth over the years is based on the rich natural resources in the region. We have a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, enjoy some of the great recreation



and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter the most.

We may be biased, but we think that our team is really special, and we are looking for the right fit! Every person at the Town of Edson works with a community pride that is hard to replicate elsewhere. Working with this team is so much more than bringing a skill, it is bringing a passion and dedication to the service you deliver while taking pride in what you do every day.

What do we offer?

Compensation

The salary range for this position is \$65,400 to \$79,400 per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience.

This position is a maternity leave coverage and comes with a competitive wage, as well as statutory holiday pay and vacation pay in lieu of traditional benefits. If you are enthusiastic, dedicated, and ready to contribute to a dynamic work environment, we would love to hear from you!

How do you apply?

Kindly submit your resume along with a cover letter that outlines your professional background, fundamental values, and the driving force behind your decision to pursue this opportunity.

Please note that we will actively screen applications for this role and interview as suitable applicants are identified. This posting will remain open until June 25, 2024.

Please send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202412