



COMMUNITY FUTURES DEVELOPMENT CORPORATION OF REVELSTOKE CED COORDINATOR POSITION DESCRIPTION

Position Title: Community Economic Development Coordinator

Date: April 30, 2018

POSITION PURPOSE STATEMENT

Reporting to the General Manager of Community Futures Development Corporation of Revelstoke (Community Futures), the Community Economic Development Coordinator is a key player in developing and implementing community economic development projects, assisting with the maintenance of partner relationships with a broad range of community stakeholders, providing economic analysis and reporting, providing event coordination and creating key economic development business tools.

In addition to working with Community Futures, the Coordinator will work closely with the Director of Community Economic Development to support and execute key community economic development projects.

The Coordinator will demonstrate the ability to execute innovative and effective community and economic development strategies as well as an understanding that a social and environmentally healthy community is vital to creating a diverse and prosperous local economy.

SPECIFIC DUTIES:

1. Provides support for economic development projects and initiatives:

- Provides project generation support by developing appropriate community economic development proposals for consideration by the Community Futures Board.
- Assists the Director of Economic Development to implement key projects identified in the City of Revelstoke Community Economic Development Plan.
- Undertakes special development projects that take advantage of current opportunities or address present-day challenges.
- Prepares applications for funding relevant to community economic development activities and projects and ensures that all supporting documentation is obtained and included in project funding submissions.
- Assists with coordinating and administering project consultants and other contract services undertaken to fulfill Community Futures or City projects.

2. Provides stakeholder engagement and supports effective communication of the community economic development function:

- Provides economic and business development information to interested groups, other levels of government and business development proponents including private developers.
- Assists with maintaining relations and communications with existing business and industry in Revelstoke.
- Liaises with government departments, members of the public, interested individuals and organizations to ensure that partnerships are developed and maintained and that there is grassroots support for all projects undertaken.
- Provides information on various Community Future's and City related programs, activities and initiatives to key stakeholders as and when required. Respond in a prompt manner to public inquiries related to the organizations.
- Assists with the organization of meetings and planning sessions. Conduct meetings if required.
- Assist with the development of promotional, marketing or communications related materials as required.
- Supports lobby efforts of the Community Futures and City on economic development and community matters.

3. Provides economic analysis and reporting

- Assesses and provides analysis of key economic trends and data.
- Prepares project reports regarding key projects and initiatives.
- Assist the General Manager and the Director of Economic Development in preparing a variety of reports required by project partners and funders.
- Prepare terms of reference for new project steering committees.
- Implements systems and processes required to effectively administer and collect data.
- Assists with the monitoring and performance based assessment of initiatives and programs.

4. Provides strategic support

- Assist in strategic planning processes and revisions to strategic plans and economic development plans as needed.

EDUCATION AND TRAINING:

Personal Attributes:

- Ability to provide innovative and thoughtful contributions to team projects and tasks.
- Ability to develop effective working relationships with individuals and groups having diverse interests, while finding innovative and practical solutions to challenges.
- Excellent communication skills, listening, oral and written.
- Proven personal judgement, discretion and credibility.
- Problem solving, consensus building, facilitation brokering and entrepreneurial skills are a definite asset.

- Compassion and respect for less fortunate people coupled with a demonstrated commitment to assisting in improving their economic and social well-being.
- A broad general knowledge of business and government coupled with an ability to handle a variety of projects and tasks which must be completed within time deadlines.

Knowledge and Experience:

- A combination of four year's formal business training and/or practical experience in community economic development.
- Experience developing and delivering project.
- Experience working with a not-for-profit or public Community Economic Development organization a definite asset.
- An ability to undertake research projects and to prepare comprehensive written reports.
- Understanding of Community Economic Development frameworks, principals and processes.
- Experience in working with a variety of stakeholders including businesses, association's non-profit organizations and various levels of government.
- Experience in developing or working with marketing and communication strategies are a definite asset.

Other:

- Proficient in the use of current information technology.
- Computer proficiency in word processing, databases, spreadsheet applications.
- Ability to work in a team atmosphere.
- Flexibility on work schedule and ability to attend meetings held outside of regular working hours.
- Valid BC Drivers License.