



## Community Development Coordinator to the Cambridge Neighbourhood Organizations (CNO)

---

REPORTS TO:	Cambridge Neighbourhood Organizations (CNO) network (under the auspice of OSN - Our Sustainable Network)
DIRECTLY RESPONSIBLE TO:	Executive Director, Hespeler Village Neighbourhood Association
HOURS:	40 hours per week – 12 month contract
HOURLY RATE:	\$25/hour

The Cambridge Neighbourhood Organizations are thrilled with the opportunity to develop and enhance our Community Development Strategy. The Community Development Coordinator will create a strategy that will approach all neighbourhood work through a CD lens. The Community Development Coordinator will work closely with integral staff at each of the neighbourhoods to put the new strategy into action.

---

### General Responsibilities

The Community Development Coordinator is responsible for building the Community Development strategy. The CDC will be responsible to build a plan to work with neighbourhood staff to engage and connect the strategy with that Neighbourhood. The Community Development Coordinator develops and implements the community development model tailored to meet the interests and needs of each neighbourhood. The CDC manages a project wide budget as well as individual neighbourhood CD budgets. CDC is responsible for continuous program evaluation and data collection to ensure it is in the scope and goals of the CNO/OSN project.

CDC maintains and updates appropriate documents. The CDC will work with CD teams to meet the community development needs of each neighbourhood cooperatively through:

- Develop and facilitate Community Development Model
- Review current CNO agency activities at each CNO site and evaluate the community development components.
- Provide support to CNO agencies as they pivot activities to increase community development in the neighbourhoods across Cambridge
- Source and provide quarterly hands-on training and practical skill workshops for CNO agencies' staff about community development to bolster compulsory annual training to instill a CD culture.
- Developing innovative marketing and engagement tools for a variety community events, in consultation with CNO marketing pod
- Prepare a monthly report for the CNO Strategic Table on the community development learnings and outcomes.

- Work collaboratively with the CNO to enhance the Community Development model and manage the activities cooperatively through the Cambridge Neighbourhood Volunteer Network

#### **Core Competencies**

- Minimum college diploma in the field of community development or other relevant studies
- 3-5 years of experience in community or neighbourhood development
- Strong engagement skills and successful community event support
- Creative and innovative problem solving skills
- Policy and program planning, implementation and evaluation experience
- Assessment and analysis of data (an asset)
- Clear and concise communication skills
- Marketing and social media experience an asset
- Ability to manage multiple and diverse projects
- Ability to effectively source community resources.
- Ability to assess needs, prepare, present and evaluate training
- Standard First Aid and CPR-C training or willingness to obtain
- Clean police record check
- Commitment to understand and uphold the mission and values of the Cambridge Neighbourhood Organizations and the individual neighbourhoods it represents

#### **Working Conditions**

- 40 hours per week with a day to day shift of 11:00-7:00 pm , however flexibility to work mornings and weekends as necessary to meet community development requirements
- Ability to work either in-person or remotely to adhere to Covid-19 restrictions
- Access to vehicle as there are travel requirements among neighbourhoods and community partners at various locations within Cambridge
- This position primarily involves interaction, public relations, partnership building, desk work and physical movement while participating in events, etc.
- Participation at large scale indoor or outdoor community events may require prolonged standing as well as the ability to lift equipment up to 50 pounds.

***Please email cover letter and resume no later than Wednesday, June 2, 2021 at 4:30 to Amanda Horne.***

*Accommodations are available for all parts of the recruitment process.*

*Applicants, please advise of any accommodations needed.*

*HVNA would like to thank all applicants however, only those selected for an interview will be contacted.*

*Amanda Horne, Executive Director / [amandah@hvna.ca](mailto:amandah@hvna.ca)*