



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

COMMUNITY DEVELOPMENT OFFICER		
Location: Centre Hastings	Reports to: CAO/Clerk	Date: December 2021
Department: Community & Development Services		Salary Grid: Scale 3 (700-799)
		Status: Contract Part-Time

POSITION SUMMARY:

To promote quality of life in the Municipality of Centre Hastings through sustainable community development, recreation, community events and programs.

KEY RESPONSIBILITIES INCLUDE:

- Promote Community Development and support the department manager and staff to develop and strengthen partnerships with local agencies and service providers
- Coordinate and assist with the promotion, marketing, development and delivery of municipal sanctioned events and programs
- Act as the staff liaison and secretary for committees and taskforces
- Promote tourism and manage the visitor information booth
- Develop, coordinate, and implement quality sustainable programming without duplicating existing provision
- Assist with program registrations, facility bookings, special events and general office duties as required
- Work with Hastings County Economic Development Department to leverage support for municipal economic development and tourism efforts
- Promote business retention and attraction activities
- Coordinate community beautification including, but not limited to, street banners, seasonal displays, flowers, and signage
- Promote and market parks and facilities
- Support the ongoing operations of our parks and recreation facilities and programming by providing support to seasonal staff and volunteers as required.
- Develop positive relationships with the community
- Support the department manager and staff with the coordination of the Community Improvement Plan
- Engage the municipality in social media outlets including Facebook

- Maintain and update the municipal website including, but not limited to, ensuring the events calendar is up to date and well advertised
- Prepare correspondence, answer inquiries, and inform reports as required
- Provide administrative support to the Clerk's Department as required
- Maintain effective and innovative volunteer recruitment and retention activities, including coordinating an annual appreciation event or activity
- Be willing to work in outdoor conditions as well as during evenings and weekends as required
- Be available to work additional hours as may be required
- All other duties required by the role.

EDUCATION AND SKILLS:

- Post-secondary education in a relevant discipline, such as economic development, tourism, or recreation would be considered an asset
- Specialized training courses in economic development, tourism, aquatics, volunteer management or related topics would be considered an asset
- Excellent interpersonal and written & oral communication skills
- Excellent IT skills with a proficiency in Microsoft, Adobe, google and social media/web-based applications
- Ability to work in a fast-paced environment, under your own initiative while meeting strict deadlines
- A general knowledge of municipal policies and procedures or a willingness to learn
- Valid WHIMIS and First Aid/CPR certification will be considered an asset
- Valid Ontario class G drivers license and clean abstract
- A clear criminal records background check

EXPERIENCE:

- At least one to two years of experience preferably in a municipal environment as an employee, volunteer, or committee member