



The Rideau-Rockcliffe Community Resource Centre is seeking a Coordinator of Community Development

JOB DESCRIPTION

TITLE: Coordinator of Community Development
Employment Status: Permanent - Full-time position - 35 hours weekly
Starting Date: Jan 30, 2023
Location: Ottawa
Closing Date: January 21, 2023
SUPERVISOR: Executive Director

I. ABOUT US

Founded in 1982, community is at the heart of the Rideau-Rockcliffe Community Resource Centre (RRCRC). Located in Ottawa's Ward 13, we build and promote a healthy and resilient community through the delivery of quality, diverse and innovative services in a safe and inclusive space. We provide a range of social supports interventions that enable the empowerment of residents, community resilience, and the inclusion of all. This includes food bank services, crisis intervention, community development services, children and youth programming, the operation of several social enterprises, as well as a community innovation program.

Our diverse team of employees, supported by a strong core of volunteers and our Board of Directors develops, implements and executes our wide range of programs and services within our ward and beyond. Recognized for its innovative and dynamic leadership, the RRCRC helps its community thrive towards a promising future, transforming our community in the years to come.

II. THE ROLE

We care about the well-being of our community which is at the heart of all our decisions. Community Development has immense potential to improve the lives of those living in our ward (especially the most marginalized and vulnerable) by building on community strengths/assets, increasing community capacity to address challenges, and advocating for system level change. The Community Development Coordinator will take a leadership role in identifying community and individual needs, developing appropriate strategies and initiatives, enhance, coordinate and leverage existing initiatives and programs and provide supports for their successful implementation.

III. FUNCTIONS AND DUTIES

Summary

Under the supervision of the Executive Director, and in close cooperation with the Program Pillar Lead Community Supports and Development, the Coordinator of Community Development works with internal and external stakeholders, and in partnership with residents of Ward 13, to build community capacity, develop and implement a community action program that encourages communities to assume responsibility for local issues.



In cooperation with affiliated service providers and residents, the coordinator identifies and assesses the needs of the communities we serve and works collaboratively alongside them to help find solutions and work towards creating a healthy, safe and inclusive community.

Implement a Community Development Program

- Develop, implement, and coordinate community development activities for residents of all ages in response to identified requirements in the designated area.
- Identify programs and resources needed to support the health and wellbeing of the communities we serve.
- Assess the effectiveness of ongoing projects and programs.
- Develop and maintain a good working relationship between community groups, other partner agencies and organizations, and the Centre.
- Represent the Centre at the Coalition CD network

Programmation

- Research, assess the needs, and make recommendations related to programming to internal and external stakeholders.
- Coordinate and support existing community development programs of the Centre.
- Assess client needs and refer clients to appropriate resources (internal and/or external).
- Work in close collaboration with the Centre's community innovation program "innovator13" on projects such as Community Microgrants, etc.

Resource

- Provide technical assistance, pertinent, practical information, and resources to residents, community groups and agencies.
- Facilitate decision-making by community groups and agencies.
- Act as a resource person for the Board of Directors, staff, and community regarding community development issues within the designated area.

Leadership

- Assist members of the community to acknowledge and develop leadership within the community.
- Encourage members of the community to get involved in social action projects.
- Encourage communication, partnership, cooperation, and collaboration among community groups and agencies.
- Create opportunities for empowerment and support the development and strengthening of leadership within the community.

Other Functions

- Coordinate volunteers involved in community development program activities (e.g., orientation, support and training).
- Develop systems and procedures to ensure accountability to the centre, funders and the community.
- Prepare monthly and annual reports outlining program activities, initiatives and statistics.
- Participate in the hiring, orientation, and supervision of volunteers, contract workers, placement students, and interns responsible for program-related projects with the Executive Director.



- Develop promotional materials for program-related activities
- Perform other program-related functions as required

IV. QUALIFICATIONS

Academic and Professional Requirements

- Bachelor's degree in community development and social services or related discipline.
- Minimum two years' experience in community development and crisis intervention.
- Experience in community leadership, mediation, and conflict resolution.
- Experience in collaborating with communities having diverse cultural and socio-economic origins, and sensitivity to the needs of these communities.

Other Requirements

- English / French bilingualism essential. (Ability to communicate verbally and in writing in both official languages), other languages an asset.
- A valid driver's license and access to a motor vehicle
- Good working knowledge of the Windows environment, Microsoft Word, Excel, PowerPoint, Outlook Express and Internet Explorer.
- Due to the nature of our work, full COVID-19 vaccination required.

Other Skills

- Practical knowledge in the fields of program development, training, and evaluation.
- Group leadership skills.
- Excellent people and communication skills.
- Ability to bring people together and motivate them.
- Detailed knowledge of relevant community agencies.
- Egalitarian outlook and non-judgmental attitude (e.g., gender, culture, race, sexual orientation, etc.)
- Strong ability to work independently.
- Ability to work effectively as part of a multidisciplinary team.
- Available to work according to a variable timetable and evenings on a regular basis.

V. WHAT WE OFFER

- An opportunity to join a vibrant team and part of truly meaningful and rewarding work.
- 15 days of annual vacation (20 days after 1 year of employment) & personal / sick days.
- 100% RRCRC-paid group health benefits after 3 months.
- RRSP contribution opportunity
- Free parking, refreshments and a hybrid work environment.

VI. HOW TO APPLY

If you think you are a good fit for this position, we look forward to receiving your application. Please submit your cover letter and resume to our HR Department at RH-HR@crccr.org.

While we know how much time and effort goes into a job application, we can only provide feedback to shortlisted candidates. We thank all the candidates for their interest. RRCRC is committed to building a workforce that reflects the diversity of our community. We encourage



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applications from Indigenous peoples, the racialized community, people with disabilities, people from the LGBTQ community and/or people with intersectional identities. Accommodations will be made available for applicants with a disability throughout the hiring process. Please contact us in advance on how we can meet your individual needs.