



EDMONTON CDC
People First Community Development

EDMONTON COMMUNITY DEVELOPMENT COMPANY (ECDC)

JOB PROFILE: Community Animator

About the ECDC

We are a non-profit company devoted to community economic development in Edmonton neighbourhoods, in particular neighbourhoods that experience lower income, higher unemployment or underemployment, inadequate access to basic services, a lack of sufficient, quality of affordable housing and a higher prevalence of social problems (e.g. homelessness, food insecurity, substance abuse, etc.),

Our mandate includes: building and repairing homes, supporting the development or rehabilitation of local businesses, developing vacant lots or parcels of land that address neighbourhood needs and aspiration, teaching and/or supporting job finding and financial literacy skills, employment training, neighbourhood planning and other activities that foster economic growth.

Our funders include the City of Edmonton, Edmonton Community Foundation, United Way of the Alberta Capital Region, Homeward Trust, and the Stollery Charitable Foundation.

In addition to a competitive salary and 35 hour work-week, the ECDC provides its employees with an excellent health and dental package and RRSP benefit.

The Position

We are seeking an individual to work with and support the Executive Director and the Director of Neighbourhood Development in the areas of community engagement and capacity building as well as the development of affordable housing and commercial properties. The work will also involve supporting social enterprise development.

We require an individual who is a self-starter, able to work independently, and who is keen to grow her/his skills and knowledge about community development. Because we work with community residents, we need someone able to work flex schedules (some evenings and weekends).

We need an individual who is dedicated to and passionate about doing, fostering, and supporting community economic development that reflects the needs and aspirations of the neighbourhoods in which we are working.

Key Responsibilities

- Work with the Director of Neighbourhood Development and/or the Executive Director to assist with the Edmonton CDC's engagement of residents, businesses, and other stakeholders in determining what kinds of development neighbourhoods want and need. This includes

facilitating and/or co-leading design sessions and the identification of functional requirements with community representatives and end users.

- Support the development of partnerships with governments, organizations, collaboratives, and community leaders that allow all involved to leverage talents, networks, and resources for the socio-economic benefit of targeted neighbourhoods.
- Participate in the setting of community engagement goals and measures and determining how to assess the quality and impact of ECDC community engagement activities.
- Represent the ECDC at community gatherings and at collaborative tables related to ECDC's mandate.
- Undertake planning and implementation of a social media strategy and assist with website content management. This includes writing copy and blogs for the website.
- Communicate proactively and effectively with colleagues on the status of community engagement and relationship building activities and identify potential opportunities for projects the ECDC should consider that are within its mandate. Communication required includes writing project briefs, documenting results of community engagement sessions, writing information sheets, reports and proposals.
- Support the Executive Director with the development of organizational policies, drafting of reports to funders, and other administrative duties.
- Engage in learning and professional development activities that add value to this position's work and to the overall work of the ECDC.

Education/Experience

A bachelor's degree in a relevant field of study and minimum 2-3 years of experience in facilitation, community development and/or community engagement. We are open to considering equivalent experience and education.

Skills, Knowledge and Abilities

- Able to build and sustain productive relationships with others from all walks of life.
- Strong organizational skills and a track record of producing results within agreed upon time-lines
- Ability to write and communicate effectively (listening, verbal and written).
- Strong working knowledge of Microsoft Office (Word, Excel and PowerPoint, Outlook).
- Adaptability/flexibility.
- Good judgment and decision-making skills.
- Works well under stress. .
- Ability to effectively prioritize and execute tasks in a demanding environment.
- Ability to work well in a team-oriented, collaborative environment requiring strong internal coordination and communication.
- Excellent facilitation and public speaking skills

- Able to work flexible hours to accommodate community stakeholders and their schedules. This can include staggered shifts or alternative days off in order to accommodate evening or weekend engagements with community residents and stakeholders.

Compensation

Salary Range: \$55,000 to \$65,000 (depending upon experience), plus an excellent health and dental package and RSP benefit.

Send your covering letter and resume to Mark Holmgren via our website at <https://edmontoncdc.org/we-are-hiring/>

We are not able to respond to all submissions but will contact those we wish to interview.