



**EDMONTON CDC**  
People First Community Development

## **JOB PROFILE: Community Development and Project Coordinator (Full time)**

### **About the ECDC add something about the culture**

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 core funders include the City of Edmonton, Edmonton Community Foundation, United Way of the Alberta Capital Region, and Homeward Trust. Other financial support has been provided by the Stollery Charitable Foundation, the Alberta Real Estate Foundation, City of Edmonton REVITE, and others.

We are an organization that appreciates proactive, independent thinkers who can openly communicate, especially when there are different perspectives about a project or operational matter. While we telecommute, teamwork is essential. In that regard, we utilize a variety of software platforms to facilitate our communication and project management.

### **The Position (full time)**

We seek an individual who is collaborative but also able to work independently, can work to deadline and able to seek help and advice along the way. We are a small team and each member is required to take on a variety of tasks and projects and be open to adapted their work when required as well as open to contributing to emerging work that previously may not have been anticipated.

The position reports to the Director of Neighbourhood Development. Major emphases of the job include property management oversight and tenant relations with current and future developments, coordinating the marketing and sales process of selling or renting completed developments, primarily housing related. Being able to network with neighbourhoods is a critical element of the job. As well, this position will work with the Director of Neighbourhood Development and with the CDC team on supporting community engagement about future developments in order to understand community aspirations as well as explore budget implications. Finding potential partners that offer data, funds, in-kind contributions or have other means to support Edmonton CDC's developments and projects will be another opportunity for community building in this position.

### **Key Responsibilities**

- Property Management of Wyser Manor an apartment building with 11 microunits (has an onsite caretaker) and helping to grow this function as we develop more housing. This position will work with the Caretaker and also arrange for service repairs, identify renovation requirements to suites within a planned budget, address tenant issues as they arise, ensure rents are collected, and contribute towards operating in ways that facilitate good relationships with tenants. Ensuring we operate within legislation and regulations pertaining to landlord-tenant relationships is required.

- Collaborating with realtors includes coordinating showings of accommodations for sale or rent; researching with realtors properties we may chose to purchase that are boarded up, in foreclosure, and that may or may not have an MLS listing.
- Supporting the marketing and sales process includes networking with local community leagues and other community associations, nonprofit groups, and business associations across the neighbourhoods we are active in to identify potential purchasers or renters of CDC owned housing.
- Connecting with community residents and stakeholders to understand the type of development best suited for an Edmonton CDC property could necessitate facilitating meetings, conducting focus groups, and an understanding of proformas. In preparation for engaging with residents and stakeholders, it may be necessary to conduct or support research to deepen the understanding about the demographics, issues, plans and opportunities in neighbourhoods.
- Finding potential partners that will support Edmonton CDC's work would mean fostering relationships to create mutual understanding of challenges and aspirations. It will mean understanding Edmonton CDC's projects and being able to articulate the connection between the project and the partner.
- Reporting writing, authoring blogs and/or online updates, contributing to the company newsletter and contributing to proposals are also a part of the job.
- Participating in the use of CDC's technology and software platforms, including Microsoft Office 365, Share Point (file management), Freed Camp (project management) and other key software tools.

### Education and Experience

Appropriate education in a relevant field of study, with a minimum 5 years' experience in community development and engagement, or equivalent. Experience in real estate marketing would be considered an asset.

### Skills, Knowledge and Abilities

- We anticipate the successful candidate will have a learning curve to address, which will be supported; we need a person who is able to identify their learning requirements and work to grow her/his knowledge and abilities to perform this job.
- Able to build and sustain productive relationships with others from all walks of life.
- Track record of results on housing and business development, working with community.
- Ability to write and communicate effectively (listening, verbal and written).
- Strong working knowledge of Microsoft Office (Word, Excel and PowerPoint, Outlook) and ability to utilize technologies like Slack, Trello, and other collaborative tools.
- Adaptability/flexibility.
- Good judgment and decision-making skills.
- Works well in a deadline intense environment.
- Organized, pays attention to detail, able to manage time and resources to achieve desired outcomes.
- 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.
- Strong understanding of community engagement and collaboration.

- 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.

### Additional Information

This is a full-time position. Salary and benefits are competitive and based on experience, knowledge, and skills. In addition to an excellent Health and Dental Package, we offer an RSSP benefit that does not require matching. We are open to flex scheduling to meet the employee's needs and circumstances.

Most of the work can be done remotely if you have a computer and Internet access. There may be occasional face to face meetings required, with COVID-19 protocols in place.

A vehicle is required. Reimbursement for mileage is provided and reviewed each year, referencing CRA guidelines.

The CDC will provide basic office supplies. We may choose to provide you with a laptop but are willing to discuss you using your own computer and printer, which if approved, would include a monthly payment for such use. We provide a monthly payment for use of your cell phone.

To apply for this job, go to [www.edmontoncdc.org](http://www.edmontoncdc.org) and click through to the Jobs page.