



<b>Job Title</b>	Community Development Coordinator (NEW POSITION)
<b>Hours</b>	Part-Time, approx. 10 hrs/week
<b>Wage</b>	Salary Range \$20-25/hour, based on experience
<b>Summary of duties</b>	<p>The Community Development Coordinator oversees the facilitation, development and execution of projects related to family, senior and youth services on behalf of the Municipality and acts as a liaison between other municipalities and local and regional organizations.</p> <p>The Coordinator will be responsible for:</p> <ul style="list-style-type: none"><li>- facilitating community planning initiatives for families, seniors and youth;</li><li>- identifying and fostering community integration opportunities;</li><li>- securing funding for development activities and programs;</li><li>- promoting and ensuring positive public input into development plans and projects.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Diploma in social sciences, community planning or any other related field, degree preferred;</li><li>• Minimum of two (2) years' work experience in community development and project development or equivalent;</li><li>• Excellent written/oral communication skills, especially in leadership, facilitation, relationship building &amp; public presentation;</li><li>• Excellent time management skills with an ability to manage multiple and competing demands;</li><li>• Competent in Microsoft Office programs and working knowledge of social media outlets;</li><li>• Knowledge of the area of the Upper Pontiac, its municipalities, residents and their concerns, would be preferred;</li></ul>

- Must be able to communicate orally in English and French, however fluently bilingual, written and oral, is preferred.

**Closing Date**                      **Friday, March 6<sup>th</sup> at 4:00pm**

**How to Apply**

Email:            [lisle-aux-allumettes@mrepontiac.qc.ca](mailto:lisle-aux-allumettes@mrepontiac.qc.ca)

Fax:                819-689-5619

In person:      Municipal Office  
                      75 rue Notre-Dame, L'Isle-aux-Allumettes, QC

**Contact Info**                      For more information about this position, please contact:

**Alicia Jones**  
Assistant Director General  
[ajones@mrepontiac.qc.ca](mailto:ajones@mrepontiac.qc.ca)  
819-689-2266, ext. 107