Job Posting

Community Engagement Coordinator

The Community Engagement Coordinator is responsible for coordinating the Municipality's equity, diversity, inclusion, and accessibility priorities. These include supporting provincially legislated plans related to accessibility and anti-racism, supporting the Intermunicipal Poverty Reduction Advisory Committee, as well as supporting and advising on other municipal policies and programs. This position will also help support the annual Grants to Non-Profit Organizations process.

This role requires an understanding of equity, diversity and inclusion issues, excellent communication skills, attention to detail, and the ability to manage multiple priorities simultaneously.

The Municipality welcomes applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. Members of these equity groups are encouraged to self-identify on their applications.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Thursday, November 2, 2023, at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan, NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Community Engagement Coordinator"

Administration Department: Community Engagement Coordinator

Job Title
Community Engagement Coordinator

About the Role

The Community Engagement Coordinator is responsible for coordinating the Municipality's equity, diversity, inclusion, and accessibility priorities. These include supporting provincially legislated plans related to accessibility and anti-racism, supporting the Intermunicipal Poverty Reduction Advisory Committee, as well as supporting and advising on other municipal policies and programs. This position will also help support the annual Grants to Non-Profit Organizations process.

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Community Engagement Coordinator reports to the Deputy CAO

Responsibilities and Duties

a. Lead the development, implementation and monitoring of the Municipality's accessibility plan, as legislated by Bill 59, the Accessibility Act.
b. Work with the accessibility advisory committee to identify priorities for accessibility in the Municipality.
c. Provide information and advice in the areas of equity, diversity, inclusion, and accessibility.
d. Work closely with the HR Generalist to implement a staff education program around equity diversity, inclusion, and accessibility.
e. Lead the development, implementation and monitoring of the Municipality's diversity and inclusion plan, as legislated by the Provincial Dismantling Racism and Hate Act.
f. Establish an advisory committee to identify community priorities for equity, diversity, and inclusion.
g. Be a member of and provide support to the Intermunicipal Poverty Reduction Advisory Committee.
h. Work with the Deputy CAO and other senior managers to identify equity, diversity, inclusion, and accessibility priorities for annual budgeting.
i. Provide written reports to Senior Management and Council.
j. Act as liaison with external service providers who have mandates around diversity, equity, inclusion, and accessibility.

Qualifications

a. An undergraduate degree or diploma specializing in Community Development, Social Sciences, Public Administration, Human Resources, or a related field of study.

b. Preference given to candidates with diverse lived experience and those experienced in working collaboratively with diverse populations.
c. Diversity training, research and analysis experience is preferred.
d. Demonstrated success implementing diversity initiatives in a workplace or community is preferred.
e. Group facilitation and public presentation skills are required.

A suitable combination of the above will be considered.

Salary, Benefits and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
5	$59,280	$61,490	$63,700	$65,910	$68,120	$70,330

This is a full-time position based at the Municipality's office in Springhill.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.