



Job Posting

Community Development Coordinator

Reports to: Executive Director
Status: Permanent part-time
25-30 hours per week

Salary: \$25,000-\$35,000

Summary:

The Community Development Coordinator will identify community needs, issues, assets and skills in collaboration with the Safe Communities Initiative with the purpose of implementing strategies that serve the community of Winkler.

Primary Duties & Responsibilities:

- Promote the development of leadership and capacity building in both individuals and Central Station volunteers through peer support training initiatives and promoting community development opportunities.
- Address the complex needs of families in our community implementing a wrap-around approach that works collaboratively with the family and extended support networks.
- Act as a resource person and link to community support groups, agencies and broader community resources.
- Represent Central Station on the Safe Communities Initiatives steering team and Winkler Resource Committee to: engage and collaborate with our community partners to focus on priority populations and identify solutions that promote community ownership.
- Assist in implementing spiritual care and the coordination of crisis responses.
- Work in a manner that preserves confidentiality and respects the diversity of our community
- Be an active collaborating member on the Central Station staff team and contributing to the overall health and mission of Central Station by participating in staff meetings, orientation and training opportunities.

Qualifications:

- Understanding and agreement with Central Station's mission, vision and values as a Christian organization
- Undergraduate Bachelor of Social Services degree/related field preferred, or equivalent combination of experience and education
- Proven abilities in the areas of organizational skills and group facilitation
- Excellent people and communication skills
- Ability to act and think strategically
- Ability to work independently as well as part of a team
- Ability to work a flexible schedule
- Basic keyboarding, email, word processing and spread-sheeting
- Fluency in other languages an asset

Anticipated Start Date: October 2020

Deadline for Application: October 2, 2020

To apply go to www.winklercentralstation.ca for application and full job description. Please send a cover letter and resume to Bev Wiebe (Executive Director) bev@winklercentralstation.ca or drop off at Central Station Community Centre at 545 Industrial Drive.

Updated: September 2020