



Position: Community Development & Engagement Coordinator

Location: Five Rivers Municipality, New Brunswick, Canada

Job Description: We are seeking a highly motivated and organized individual to join our team as a Community Development & Engagement Coordinator for the Five Rivers Municipality. Reporting directly to the Chief Administrative Officer (CAO), the successful candidate will play a pivotal role in coordinating and enhancing the community's development, engagement activities, and recreational programs. This role involves working closely with key stakeholders, community groups, local schools, and organizations to foster a sense of belonging, enrich the quality of life for residents, and promote the municipality's natural environment.

Key Responsibilities:

Sports and Recreation Complex Management: Oversee the day-to-day operations of the Rexton Sports and Recreation Complex. This includes managing community group and private rentals, as well as coordinating activities such as shuffleboard, pickleball, and liaising with The Ice Shack, Pub & Eatery to address facility-related concerns.

Event Coordination: Plan, coordinate, and execute a variety of community events throughout the year, such as the Winter Festival, Multiculturalism Day, Canada Day, Kenney Park Yard Sale, and Seasonal Events, for example the Christmas Tree Lighting celebration.

Bonar Law Common Operations: Provide leadership for Bonar Law Common's Site Supervisor and offer guidance for all large-scale events, activities, and decision-making processes.

Bonar Law Common Museum: Manage our web-based software for achieving museum artifacts, ensuring proper archiving and accessibility of historical items.

Carson's Landing Operations: Collaborate with Public Works to manage the day-to-day operations of Carson's Landing, including scheduling employees, overseeing the payment system, and ensuring inventory is adequately stocked.

Newsletter and Website Management: Lead the creation and publication of the Five Rivers Seasonal Newsletter. Maintain and update the municipality's website, ensuring relevant and engaging content. Monitor website metrics and traffic to identify opportunities for improvement.

Social Media Engagement: Create engaging graphics and captions for Facebook and Instagram posts, maintaining an active online presence for the municipality.

Council Reporting: Prepare monthly reports for presentation to the council, summarizing key activities and accomplishments.

Grant Application and Management: Apply for and manage various grants to support community initiatives, ensuring compliance with grant requirements and timely reporting.

Community Liaison: Act as a liaison between the municipality and local community groups, schools, recreation associations, and governing bodies. Foster positive relationships and collaboration.

Committee Participation: Attend and contribute to relevant committees focused on wellness, recreation, arts & culture, and community resilience. Some committees have a regional scope and involve working with the Kent Regional Service Commission.

Qualifications:

- Post secondary diploma in recreation, tourism, marketing, economic/community development, business administration, or a related field.
- Demonstrated experience in coordinating and managing recreation and leisure programs, events, and facilities.
- Strong project management skills, including budget management and scheduling.
- Excellent communication, networking, and relationship-building abilities.
- Self-motivated and capable of working independently.
- Previous experience within a municipality is an asset.
- Bilingualism is considered an asset.
- Knowledge of the following Microsoft tools such as Word, PowerPoint, and Excel are essential.
- Knowledge in graphic design software such as Canvas is considered an asset.

Compensation: This is a **salaried** position and includes benefits. Salary will depend on level of experience.

Conditions: This position requires for travelling within the municipality of Five Rivers and the Kent region. A reliable vehicle and a valid driver's license are essential. Also, this position requires working some evenings and weekends.

To apply: Please send your resume and a detailed cover letter to aevans@5-rivers.ca. In the subject line, please indicate "Community Development & Engagement Coordinator".

At Five Rivers Municipality, we are dedicated to creating an inclusive and engaging community environment. We encourage individuals of all backgrounds to apply for this exciting opportunity.

Note: This job description outlines the primary responsibilities of the role but is not exhaustive. Other duties may be assigned as necessary to fulfill the municipality's objectives and goals.