



## **INTERNAL / EXTERNAL POSTING**

The Orléans-Cumberland Community Resource Centre (OCCRC), an organization offering social and community services to residents of Orléans-Cumberland, is seeking a:

### **Community Development Coordinator (bilingual position)**

One year full-time contract (35 hours) with possibility of permanency

The OCCRC is located on unceded Algonquin territory. Its mission is to work with our community to support individuals in achieving their full potential by offering them services meeting their physical, emotional, social, economic and mental needs. Our values include respect, personal connections, diversity and inclusion, as well as empowerment.

**Hourly wage:** \$29.51 to \$35.56

**Hours:** 35 hours/week—evenings and occasional weekends

**Reporting to:** Executive director

### **JOB SUMMARY**

The Community Development Coordinator will work in partnership with the population of the Orléans-Cumberland communities and the surrounding areas served by the OCCRC. The candidate will work on organizational development, civic engagement, coalition and network building, capacity building, infrastructure planning, needs assessment as well as strategy and program development and implementation.

The candidate will promote and support community development through the understanding and implementation of an approach based on equity, intersectionality, decolonization, social justice and anti-oppression. By recognizing the different perspectives and identities, the candidate will translate anti-oppression principles into action.

The candidate will act as a community leader who uses a collective problem-solving approach based on principles of self-help, support and empowerment. He or she will represent the OCCRC in communities, round tables, committees and other community initiatives. He or she will report relevant information to the Executive Director in order to support the development of programs, partnerships and organizational development of the OCCRC.



## **MAIN ROLES AND RESPONSIBILITIES**

### **1. Keep up to date on and identify community issues**

- Keep current with events in Ottawa that impact on local priority community issues
- Prepare information on local priority community issues for dissemination in the community and to the OCCRC Executive Director, management team and staff
- Design and conduct needs assessment
- Develop, set up and coordinate community activities, events and workshops according to identified needs
- Address and support the unique issues experienced by people living in rural communities.

### **2. Work with community groups**

- Build and maintain relationships with members of the community (e.g., community groups, partner organizations, local elected officials)
- Assist local advocacy and support networks with community members
- Encourage people to get involved in their community and take collective actions
- Facilitate community capacity, strategic development and implementation of solutions to community issues with a focus on empowerment and problem solving
- Lead, support and participate in coalitions, community groups and committees that support priority community issues
- Promote these issues on the OCCRC's catchment area
- Work and collaborate with the Coalition of Community Resource and Health Centres and other networks to implement joint community actions, develop new strategies and implement solutions
- Represent the OCCRC at engagement and awareness events in the community

### **3. Advocate for community members**

- Work with community groups to enhance their ability to advocate for the fundamental social determinants of health (e.g., adequate income, food security and affordable housing)
- Encourage civic engagement and involvement of community members in advocacy activities
- Work with politicians in collaboration with the Executive Director on priority issues
- Work with the media to promote projects that enhance the quality of life of the community and its members

### **4. Other related duties**

- Supervise interns
- Actively participate in team and committee meetings
- Work in collaboration with the OCCRC's team
- Develop and update project files and reports containing statistics, objectives, activity descriptions and evaluations
- Write funding proposals as needed

## **REQUIREMENTS**

### **EDUCATION/EXPERIENCE**

- Master's degree in social work, population health or social science, or an equivalent combination of education and experience
- Minimum three (3) years of experience in community development

### **LANGUAGE SKILLS**

- Fluency (written and oral) in French and in English—requirement
- Ability to communicate in other languages—asset

### **ESSENTIAL SKILLS AND ABILITIES**

- In-depth understanding of systems of oppression related to intersectionality, systemic inequalities, power dynamics and impacts on targeted individuals and communities
- In-depth understanding of the social determinants of health
- Knowledge and experience in needs assessments and program evaluation
- Demonstrated ability to work with community groups to support self-help
- Excellent communication and interpersonal skills and expertise in group facilitation
- Experience in representing the rights and interests of people and communities
- Ability to work independently and as part of a multidisciplinary team
- Knowledge of the needs of and experience working with marginalized groups, specifically people living on low incomes and racialized communities
- Experience working with a variety of community issues (e.g., housing, food security, mental health)
- Demonstrated commitment and knowledge of the community intervention model and various analysis framework (systemic, anti-oppression, trauma-informed and harm reduction)
- Strong problem-solving skills

### **OTHER KNOWLEDGE AND SKILLS REQUIRED**

- Have excellent organizational skills as well as communication and interpersonal skills
- Have good computer skills in Microsoft Word, Excel, PowerPoint and Outlook softwares
- Have the ability to work flexible hours, including evenings and occasional weekends
- Can work in a multidisciplinary team environment
- Can demonstrate leadership and the ability to work well independently and as part of a team
- Hold a valid driver's licence and have access to a car

Orléans-Cumberland  
Community  
Resource Centre



Centre de ressources  
communautaires  
Orléans-Cumberland

**If you are interested in this position, please send your resume before 8:00 a.m. on Monday, April 19, 2021 to:**

Orléans-Cumberland Community Resource Centre Selection Committee  
Attention: Meaghen Wert  
Position: Community Development Coordinator  
105-240 Centrum Blvd., Orléans ON K1E 3J4  
Email: [mwert@croc.ca](mailto:mwert@croc.ca) Fax: 613-830-4196

The OCCRC is committed to equity and diversity by being responsive to individuals' needs and by delivering equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity and expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

**We would like to thank all those who have submitted a job application in advance, but we will only contact those selected for an interview.**