



Welcoming Community Initiative Project Coordinator

The Town of Carbonear is currently accepting applications for a full-time, temporary, Coordinator to support our Welcoming Community Initiatives.

Work Hours: Full-time, 35 hours/week x 20 weeks

Hourly Rate of Pay: \$16.50/hr

Position Summary:

The Welcoming Communities Initiative is a municipal driven project to address integration and retention needs in the town of Carbonear and area. The coordinator supports the development of this project by engaging stakeholders, developing identified community initiatives, and building on diversity/inclusion training. Members and stakeholders include, but are not limited to, schools, levels of government, professional associations, faith-based organizations, ethno-cultural organizations, and the community and social services sector.

Key duties and responsibilities include (but are not limited to):

- Plan and implement identified projects including Buddy Program, Conversation Café, and others
- Research and identify best practices and project plans that will enhance newcomers cultural and community integration and support the Welcoming Community Initiative
- Identify, consult and collaborate with partner organizations and working groups
- Recruit and train volunteers to assist with the project, where needed
- Conduct evaluations and collect stories that measure and attest to the project impact in the community.

Qualifications:

- Minimum two years of post-secondary training in community development or a related field, or equivalent experience
- Demonstrated understanding and experience with community development processes and tools
- Valid driver's license and reliable vehicle
- Satisfactory vulnerable sector criminal record check

Application must be submitted by close of business **4:30 p.m. on Friday, October 29, 2021**



Please submit your cover letter and resume via email or in person to the Town of Carbonear:

Welcoming Community Initiative Project Coordinator

Town of Carbonear

PO Box 999, 256 Water Street

Carbonear, NL A1Y-1C5

(Telephone) 596-3831 (Fax) 596-5021

Email: kerriabbott@nf.aibn.com

www.carbonear.ca

Thank you for your interest. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted.