

POSITION TITLE: COMMUNITY SERVICES COORDINATOR - MATERNITY LEAVE
REPORTS TO: Community Services Manager
LOCATION: Gem of the West Museum
WAGE RANGE: \$28.48 - \$32.81 per hour

POSITION SUMMARY

This position will be responsible for assisting in a diversity of tasks including but not limited to internal and external communications and correspondence, sports and recreation, arts and culture, facility bookings, community events and community spirit, filing and clerical support as related to the department, and other duties as determined by the Manager or Director.

As this position involves a high level of interaction with the public, event planning and coordination with community stakeholders, some meetings and evening obligations will be required.

ABOUT COALDALE

The Town of Coaldale is an emerging community located in the heart of southern Alberta. With a variety of recreational facilities and a diversity of amenities and tourist attractions, our municipality combines the benefits of small town living with the service provision of larger urban centres.

JOB DUTIES AND ACCOUNTABILITIES

Communications

- Prepare internal and external written promotional material for the Town as determined by the Manager or Director, including but not limited to the monthly utility newsletter and community event calendar.
- Assist with website management and social media, and in particular, sections dealing with recreation and community services.
- Maintain community contact list and community event calendar.
- Community event coverage on an as needed or directed basis.
- Assist in the preparation of marketing and promotional materials.

Social and Recreational Programming

- Facility bookings and scheduling as needed and/or directed.
- Coordinate aquatics programming and staff.
- Assist with relationship-building and the identification of relevant stakeholders.
- Help coordinate special events, including permits.
- Assist with programming.

Tourism and Events

- Promote Town initiatives and Town facilities during special events, tournaments and tourism-related inquiries.
- Plan and organize Christmas Family Skate, Community Family picnic, and mass registration night.

Administrative Support

- Promote Town initiatives and Town facilities during special events and tournaments, and help to fulfill tourism-related inquiries.
- Plan and organize community events as determined by the Manager or Director.
- Serve as an information liaison for Town staff and members of the general public.
- Filing, grant research and community grant accounting.
- Correspondence and follow-ups.
- Research and preparation of reports.
- Complete all other duties as assigned.

REQUIREMENTS

- Two-year post-secondary diploma or equivalent combination of education and experience within a Community Services setting. Experience in a municipal setting a definite asset.
- Aquatics background a definite asset.
- Sports background is an asset.
- Excellent time management and organizational skills.
- Ability to work independently as well as within a team.
- Strong presentation, oral and written communication skills.
- Approachable attitude, excellent interpersonal skills as well as the ability to mediate and problem solve.
- Flexible, resourceful and able to adapt to a changing environment.
- Ability to identify areas for improvement and take initiative to implement appropriate changes.
- Valid Class 5 driver's license

WORKING CONDITIONS

- Ability to attend meetings outside of regular business hours
- Manual dexterity required to use desktop computer and peripherals
- Evening and weekend event obligations when required
- Lifting or moving up to 10lbs may be required
- Normal working day consists of 7.5 hours; however occasional overtime may be required

APPLICATION INSTRUCTIONS

Interested applicants can submit their resume chris@upsourcedhr.com indicating they are applying for the Community Services Coordinator position. This position will be open until a suitable candidate has been found.