

JOB DESCRIPTION

POSITION: Community Services Manager

DESCRIPTION:

Reporting to the Chief Administrative Officer, the Community Services Manager will work with the Norfolk Treherne Council and Community Development Corporation as well as municipal stakeholders and residents to identify necessary programs and services for the municipality, and assist to administer those programs or services.

PRINCIPLE RESPONSIBILITIES:

- Economic Development
 - Liase with the Norfolk Treherne Community Development Corporation and the Municipality of Norfolk Treherne Council regarding economic development opportunities throughout the municipality.
 - Marketing and promotion of the municipality to attract business development, residents and visitors.
 - Provide assistance and information to address the expansion of existing businesses and opportunities for new development of business and industry sectors.
 - Maintain and organize an office and filing system to record and store information as it pertains to the general operations and financial aspects of a non-profit organization.
 - Represent the NTCDC Board by attending meetings and participating in local, regional and provincial affiliated bodies which focus on tourism, economic development, and business (ie Chambers of Commerce).
 - Identification and assistance with grant applications and resources to support community initiatives.
 - Collaborate with volunteers and staff to manage and coordinate local projects (eg. Glass Bottle Buildings, Farmers Market).
- Cottonwood Campground and Treherne Community Hall:
 - Manage the bookings and the facilities.
 - Ensure all public health protocols are being followed.
 - Supervise staff required for the maintenance of the facilities.
- Information:
 - Promote all aspects of the municipality through social media and the municipal website.
 - Assist in the creation of presentations and reports.
 - Create information packages for potential investors, businesses, residents or other entities.
- Other:
 - Administrative duties as required.
 - Special projects that may be assigned from time to time.
 - Other duties as assigned.

SKILLS:

- Motivated, goal orientated person.
- Strategic thinker and planner.
- Strong leadership skills.
- Ability to work independently and collaboratively.
- Effective oral presentation and written communication skills.
- Ability to network with other communities, professionals and a wide variety of organizations and government.
- Community and business focused with knowledge of the community and surrounding area to effectively manage a portfolio of projects.
- Ability to prepare well thought out proposals and make recommendations.
- Proficient with Microsoft Office programs and/or other similar applications involving social media, websites, applications and surveys.
- Strong financial and organizational skills.

QUALIFICATIONS:

- Completion of Grade 12 or equivalent.
- Valid Manitoba Class 5 driver's license and access to a vehicle.
- Education and work experience in Economic Development.