



JOB OFFER

Community Development Manager

Reporting ultimately to Chief Administrative Officer and in compliance with the Economic and Community Development Plan of Atholville municipality, the Community Development Manager will be responsible to plan, implement, and manage a development plan and an action plan in a community environment.

Role and responsibilities

- > Plan, organize, and coordinate community life activities, including sports, recreational, art, and culture programming;
- > Manage and supervise the operations and the activities involving employees at the municipal pool, skate rink, ball fields, and municipal parks;
- > Supervise the employees evolving within the community life;
- > Analyse and identify the requirements in conjunction with community development;
- > Develop and administer new projects or carry out existing ones;
- > Plan, organize, and lead cultural activities which will reinforce the population identity;
- > Perform research for funding purpose, prepare necessary request forms and implement related memorandum of understanding;
- > Identify available resources and develop a positive and sustainable liaison with non-profit organizations evolving within the municipality;
- > Establish and respect work priorities, plan, administer, and control budgets, identify the material necessary for all organized activities;
- > Other related tasks.

Experience and requirements

- Possess a university degree in recreation, leisure, communication, marketing or related discipline. People with a related technical profession or experience in a related field such as mentioned above may be considered;
- 3 to 5 years of experience as a community manager or in a related field would be considered an asset;
- Experience in team management would be considered an asset;
- Very good skills with MS Office Suite;
- Excellent written and spoken communication skills in French and be functional in English.

Other personal abilities

- Possess excellent organization skills, ability to communicate effectively and create solid bonds within the community;
- Ability to deal with shifting priorities and projects;
- Ability to set priorities with the community needs and link them to appropriate community resources;
- Demonstrate professional responsibility, a capacity of working both on own initiative and as part of a team, including management, municipality staffing, and community population.

Conditions

Full time, permanent position
Annual salary, between 45000 \$ and 55000 \$
Health insurance plan
Possess a valid driver's licence and a car
Effective starting date: January 2017

Please send your resume and a cover letter to the attention of Nicole LeBrun at the latest Friday, December 16th, 2016 at 4 p.m.

To: Village of Atholville, 247 Notre Dame St., Atholville, N.-B. E3N 4T1

Phone: 506.789.2944 | Fax : 506.789.2925

Email : lebrun@nb.aibn.com

We thank all applicants for their interest,
however, only those under consideration will be contacted.