

## COMMUNITY DEVELOPMENT COORDINATOR

Region of Queens Municipality is seeking applications from highly motivated individuals with excellent collaboration, communication, and interpersonal skills to join our team as a **Community Development Coordinator**.

Working with both the Department of Economic Development and the Department of Recreation and Healthy Communities, the Community Development Coordinator will, amongst other duties; administer the Community Investment Fund, provide advice and support to community groups and volunteers, maintain the databases of community group details and events, provide support to community tourism facilities owned by the municipality, assist with the creation of informational materials, and assist with strategic planning and reporting.

### The Ideal Candidate will have

- 3 years of direct work experience in economic or community development, or a relevant degree.
- A strong, demonstratable interest in developing a vibrant community in Queens.
- An understanding of the principles of community economic development.
- Marketing, graphic design, or website administration skill would be a strong asset.

With a strong focus on work-life balance, Region of Queens Municipality offers a competitive benefits package, Defined Benefit Pension Plan, diverse career opportunities, modern facilities, and an innovative, continuous improvement culture.

**The salary range for this position is \$46,673 to \$56,732**, determined by education and experience. We thank all applicants for their interest; however, we will only contact those selected for an interview. To apply, please submit a detailed cover letter and resume on or before **Friday, June 9, 2023**, to the undersigned:

Region of Queens Municipality  
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