

**NOR”WEST CO-OP COMMUNITY HEALTH CENTRE INC.**

**POSITION DESCRIPTION**

<b><u>POSITION:</u></b>	<b>Community Development Coordinator</b>
<b><u>PROGRAM:</u></b>	Community Development
<b><u>RESPONSIBLE TO:</u></b>	Executive Director
<b><u>STATUS:</u></b>	Full time - C.U.P.E. effective September 1, 2002
<b><u>DATE:</u></b>	July 2002

**POSITION SUMMARY:**

The overall objective of the Community Coordinator work with the community to provide community development opportunities by identifying community issues and assisting the community to address these issues. The coordinator will work closely with other community development programs and encourage active citizen participation. The coordinator will have to work in a multi disciplinary team that will serve all of the Inkster community. The coordinator will develop resources for the Inkster community The coordinator will supervise the community development team.

**QUALIFICATIONS**

1. Bachelors degree in social sciences or related field
2. Minimum 2 years experience working with community development and community education.
3. Knowledge of community resources and community development principals and practices.
4. Strong communication and problem solving skills.
5. Empathetic, Non judgemental approach.
6. Ability to work well within an interdisciplinary team in a variety of settings
7. Knowledge and experience with diverse cultures and economic backgrounds.
8. Skills in leadership development.

## **DUTIES**

1. Assist community members in developing responses to identified community issues.
2. Develop and maintain partnerships between Nor'West and other related community development initiatives in Inkster.
3. Supervise and monitor community development staff and programs
4. Work with a multi-disciplinary team in particular with current community development programming.
5. Work with Executive Director and staff to develop a Neighbourhood Network.
6. Work with the community to develop ideas ect... following the community mapping project information.
7. Assist communities to share resources, ideas, strategies, and assist with the implementation of strategies for community development.
8. Assist community with responses to identified safety issues
9. Monitor and evaluate community development activities.
10. Resource person for Inkster community and bring together those with common interests and concerns.
11. Participate in the development of program descriptions, operating standards/budgets, quality monitoring plans and evaluation mechanisms for Community Coordinator program.
12. To provide monthly statistics, quality monitoring plans, and quarterly reports for the program.
13. Other community development initiatives as assigned by Executive Director.
14. Work with community on community projects.

**Approved by:**

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Executive Director

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Date