

Community Development Coordinator

Contract Position

June 1, 2017 – March 31, 2018

The Position:

The Vancouver Island West Early Years Resilience Project Committee (Committee) is seeking an experienced, organized, dynamic individual for the position of Community Development Coordinator (Coordinator). Under the general direction of the Committee, the Coordinator will work with communities within SD84 (Vancouver Island West) to convene community members, map community assets, and develop high-level shared indicators and strategies to improve childhood health in the region.

Specifically, the Coordinator will:

- initiate discussions about childhood health, community contexts and available resources in each community in the region;
- organize three community engagement workshops with a trained facilitator;
- prepare and present to the Committee a comprehensive report which at a minimum will: provide an overview of the research process, provide an overview of each community meeting, identify the indicator(s) impacting on childhood health in each community and outline possible directions to address the impacts on early learning in each community.

The Successful Candidate will:

- have experience and education in early years research, community development and/or another applicable area;
- have experience liaising with communities, service providers and others for the purpose of research;
- have experience working independently under the general direction of a steering committee, board or the like;
- have an exemplary work ethic, good communication skills and a proven ability to work independently and with others to ensure success;
- have a demonstrated ability to produce reports, budgets and presentations using standard office software applications and to maintain complete and current records.

Essential Qualifications:

- BC drivers license (class 5 or higher)
- Can provide a vehicle for business use
- Can provide an office for business use
- Can provide all required hardware and software for business use
- Clear Criminal Records check

Interested applicants should submit a letter of application, resume and a list of three references electronically by 4 pm, April 28, 2017, to:

Vancouver Island West Early Years Resilience Committee
E-Mail: ltarasoff@viw.sd84.bc.ca