



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

POSITION	Community Development Officer
REPORTING TO	Manager of Community and Social Development
HOURS OF WORK	35 hours per week, as assigned
SALARY	\$ 75,899 to \$ 92,255

POSITION SUMMARY

Under the guidance and mentorship of the Manager of Community and Social Development, the Community Development Officer is a dynamic leader and team player responsible for the development and overall management of community initiatives, programming and engagement. The incumbent will work closely with community groups, sports/recreation organizations, non-profits and local businesses to maximize community opportunities, assets, and resources.

ROLES AND RESPONSIBILITIES

- Networking and cultivating partnerships with local and regional clubs, organizations, agencies and groups.
- Providing volunteer development and training opportunities.
- Providing customer service expertise and overseeing the day-to-day operations of programs.
- Working with members of the public, community groups and others; to determine needs, assist with event applications, attend meetings and connect stakeholders as required.
- Coordinating and promoting municipal-led special events, initiatives and services.
- Developing and overseeing delivery model for recreation services (i.e., direct programming, partnerships, community development) to deliver recreation services to the community.
- Instructing community and recreation programs where required.
- Assisting with the preparation and monitoring of the annual budget.
- Researching on policy development, funding applications and program development.
- Developing and implementing new procedures, performance measures, best practices and training resources; for programs, services and events.
- Working with the Communications Department to ensure communication and promotional requirements meet the standards for quality and effectiveness.
- Maintaining appropriate data and identifying trends, demographics and quality standards for departmental reports and ensuring community development and special events are relevant/appropriate.
- Work closely with Communications staff to create content for all social media channels and assist with updating the website
- Working evenings, weekends and holidays as required.
- Perform other related duties as assigned.

REQUIREMENT

- Post-secondary diploma or degree in business administration, social sciences, recreation, public administration, or a related field.
- Knowledge and experience in developing and implementing community development plans and recreation programs.
- Valid Class G Driver's License and access to a reliable vehicle.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Must be bilingual (French and English) oral and written.
- Demonstrated high proficiency using all Microsoft Office programs, in addition to Adobe Creative Suite
- Proven team player with strong collaboration skills.
- Ability to engage professionally with diverse groups, including Directors, and Managers.
- Strong communicator with knowledge in the development, production and maintenance of communication tools for both internal and external stakeholders.
- Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.
- Strong judgment, tact, creativity and problem-solving skills.

ASSETS

- Knowledge and experience in developing and implementing community development plans and recreation programs.
- Experience in a leadership position (in community development, recreations, community engagement, partnership development or capacity building would be an asset).
- Experience in event coordination, age-friendly community planning, funding options and grant research.

WORKING CONDITIONS

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime as required.
- Lifting or moving up to 25lbs may be required.

APPLICATION INSTRUCTIONS

Applications for this position will be accepted, in confidence, until **May 25, 2026 at 4 p.m.** Please clearly identify the position you are applying for and include the job title in the email subject line. Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applications should be addressed to: Sonal Brahmhatt, CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
E-mail: HR@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.