



Community Services Coordinator

The Town of Pouch Cove has 2070 citizens with the great fortune of being the “the first to see the sun” in North America. Pouch Cove is a friendly place located on the northern tip of the Avalon Peninsula in Newfoundland and Labrador neighboring the Towns of Torbay, Flatrock, and Bauline and is approximately 12km north of the St. John’s International Airport. One of the most striking features of living in Pouch Cove is a best-of-both-worlds lifestyle of rustic living with all the urban amenities you will need at your doorstep. As a small town, we provide great municipal services such as drinking water treatment, water distribution, wastewater collection, stormwater management, waste management, fire protection, land-use planning, economic development, snow clearing, road maintenance, sports field maintenance, and recreational programs. We understand the value of keeping property taxes low and, with a growing population, the Town of Pouch Cove is proud to keep pace with modernizing, expanding, and investing in its offering of municipal services.

The Town of Pouch Cove is seeking a talented and experienced Community Services Coordinator within the Administrative Services Department. Reporting to the Chief Administrative Officer, this position is accountable for designing and implementing all Recreation and Special Events, Communications, as well as, Tourism and Economic Development. This includes but is not limited to; writing grant applications and funding proposals, coordinating volunteers and volunteers’ activity, writing reports developing communication materials such as social media posts and marketing ads, and promoting the Town as a destination, investment and community living.

Qualifications:

- Degree or Diploma in Business with 5 years’ experience in marketing, communications, economic development, tourism. Equivalent combination of education and experience will be considered.
- Efficiency in Social Media platforms such as Facebook, Twitter, and YouTube
- Mastery level MSOffice
- Excellent verbal and written communications skills including ability to effectively communicate with internal and external stakeholders
- Ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary service
- Ability to work independently and as part of a team
- Experience in a municipal work environment is preferred

The Community Services Coordinator will work within the Administration Department at the Town Hall. The salary for this position is \$60,000. This is a nonunionized position.

The deadline to apply is February 16th, 2024 at 4pm

The Town of Pouch Cove is an equal opportunity employer.

Apply in confidence by submitting your resume to:

Town of Pouch Cove

660 Main Road

P.O. Box 59

Pouch Cove, NL A0A 3L0

Fax (709) 335-2840

Email: conradfreake@pouchcove.ca

The Town of Pouch Cove would like to thank applicants for their interest. Only those candidates selected for interviews will be contacted.