



TOWN OF POUCH COVE

Job Advertisement Community Services Coordinator

About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being the “the first to see the sun” in North America. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

The Position

The Town of Pouch Cove is currently seeking a talented and experienced fulltime Community Services Coordinator within the Administrative Services Department. This is a full time-permanent, non-bargaining unit position which reports directly to the Chief Administrative Officer. This position is accountable for designing and implementing all Recreation, Leisure and Event Programming, as well as Communications. This includes, but is not limited to, writing grant applications and funding proposals, oversight of seasonal recreation staff, coordinating volunteers and activities, writing reports and developing communication materials for social media (ie. Facebook, X).

Qualifications:

- Degree or Diploma in the area of recreation, physical education or the equivalent combination of education and experience;
- Valid Class 5 Drivers License for the Province of Newfoundland and Labrador;
- A valid Royal Newfoundland Constabulary Code of Conduct and Vulnerable Sector Check shall be required prior to an offer of employment;
- Skilled in report writing, proposal preparation and funding applications;
- Efficiency in Social Media platforms such as Facebook, X, and YouTube;
- Proficient in MSOffice;
- Excellent verbal and written communications skills including ability to effectively communicate with internal and external stakeholders;
- Ability to establish and maintain a professional effective working relationship with other departments, Town officials and the Public;

- Skilled in Community Engagement;
- Ability to chair meetings, facilitate roundtable discussions and motivate volunteers;
- Ability to work independently and as part of a team; and
- Experience in a municipal work environment is preferred.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence, to Ryan Somers, Acting Town Clerk, at ryansomers@pouchcove.ca, no later than **Wednesday, April 3, 2024 at 4:30PM.**

The salary range for this position is **\$40,000 - \$45,000**, based upon the successful applicant's qualifications and experience.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.