

Community Resource Specialist

Job Description

Reports to:	Community & Social Development Team Leader
Division:	Community Growth & Identity
Sub-Division:	Planning & Identity
Business Centre:	Community Planning
Team:	Community & Social Development
Date Updated:	2025

Job Scope: The Community Resource Specialist is responsible for coordinating the creation, development and implementation of initiatives to enhance community social wellness, neighbourhood and community connections. This position will engage and collaborate with local service providers and other business centres to implement community development initiatives

Key responsibilities of the job are as follow:

1. General responsibilities:

- Maintain, create and implement neighbourhood and community development initiatives;
- Build relationships with local service providers to support a connected and cohesive community;
- Support work on social plan strategies implementation;
- Engage and collaborate with residents, community agencies and other business centres to implement recommendations identified in municipal planning documents, including the social strategy;
- Work closely with partners to strengthen existing partnerships, and develop other social service, private sector and government partnerships;
- Attend and facilitate regional interagency meetings;
- Design community and neighbourhood initiatives using logic models and outcome measures to align with the preventative mandate of FCSS;
- Develop logic models, outcomes measures and indicators, and presentations;
- Provide comprehensive reports on outputs and outcomes measured for funding reports;
- Engage other business centres and promote ongoing conversations with staff;
- Research needs for programming and provide recommendations and implementation plans;
- Promote community initiatives in a professional and positive manner.

2. Other responsibilities:

- Continuously research and maintain awareness of legislative changes and industry best practices;
- Network with partners and maintain understanding of methodologies related to providing Community & Social Development services;
- Conduct all activities according to OH&S Town standards;
- Projects & initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to completion of a University (Bachelor) program involving acquisition of an advanced understanding of complex concepts and procedures. This training is often recognized by a degree in a related social science discipline.
- **Experience:** 3 or more years related work experience representing continuous learning.
- Strong knowledge of local and regional community resources and programs and psychosocial challenges.
- **Skills:**
 - Community engagement and relationship building, fostering inclusive partnerships and trust with diverse populations to support long-term development goals.
 - Program planning, implementation, and KPI analysis, using data-driven approaches to design initiatives, track performance, and evaluate impact against measurable outcomes.
 - Advocacy and effective communication, leveraging strong interpersonal and writing skills to promote community interests, influence policy, and share results with stakeholders.
- Proficient with Microsoft Office Suite and position relevant software.