

Background

Vibrant Communities Charlotte County (VCCC) is one of twelve Community Inclusion Networks (CINs) established across the province as part of *Overcoming Poverty Together: The New Brunswick Economic and Social Inclusion Plan*. The twelve Community Inclusion Networks develop local poverty reduction plans and work with community partners to deliver programming tailored to local needs and regional priorities. The financial resources and support for the CINs is provided by the Economic and Social Inclusion Corporation.

Job Specification

Job title

Coordinator

Job Purpose

The Coordinator is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

Reporting

This position reports to the Board of Directors through the President.

Main functions

Implement the decisions of the Board

- Review and revise regional poverty reduction plan in collaboration with network and community; monitor and report on progress towards regional plan goals and objectives
- Keep the Board informed of important issues affecting the development and delivery of programs and services
- Serve as a resource to the Board and associated Committees so that they can make informed policy decisions
- Compile information, interpret and present it to Board (information on trends and community resources)
- Provide counsel to the Board on matters of process (i.e. mandates, decision making, accountability, etc.)
- Prepare and gather necessary documents for Board review
- Attend and participate in meetings and present reports and minutes for Board meetings
- Develop processes, procedures, forms etc. for the organization.

Monitor and supervise the financial management of the organization

- Ensure the timely production of monthly and annual financial statements;
- Work with Treasurer to develop the annual budget;
- Manage operational costs to approved budget;
- Maintain relationships with funding agencies;
- Ensure the production of financial reports required by government, funders, sponsors and partners
- Instigate operational and grant-related payments

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- Review financial reports received from our partners; work with partners to ensure quality and consistency of reports;

Establish, maintain and enhance relations with the community in order to accomplish the mission, vision and objectives of Vibrant Communities Charlotte County

- Establish a network of citizens, non-profits, various levels of government, and private sector businesses to work together to help promote economic and social inclusion
- Establish and maintain relationships with a wide range of stakeholders; champion multi-sector engagement and collaboration
- Consult with community in the bi-annual process of updating regional poverty reduction priorities
- Facilitate community conversations to map community assets, identify change opportunities and determine community actions
- Keep abreast of community needs and the changing context in which programs are executed and delivered
- Partner with local groups to support poverty reduction projects; respond to requests for support in connection with the mission of the Vibrant Communities Charlotte County; help build capacity within communities
- Identify new sources of funds, prioritize the efforts required in this regard and provide advice and guidance to agencies to help them take advantage of these new sources of funding
- Undertake activities in the community to raise the profile of Vibrant Communities Charlotte County
- Cultivate and support relevant interest groups, working groups, networks and joint projects
- Develop and provide information about the goals, objectives, partnerships and value-added supports of the Vibrant Communities Charlotte County
- Source and communicate to network members value-added information such as funding opportunities, community events, conferences, training opportunities etc.

Funder/Sponsor Relationships

- Maintain strong relationships with Economic and Social Inclusion Corporation (ESIC) and other key partners
- Attend regular ESIC/Coordinator meetings – quarterly face to face at different venues within Province; quarterly telephone conference calls.
- Identify opportunities for additional funding; develop grant applications as appropriate
- Work with key partners to facilitate grant opportunities for Charlotte County organizations

Grant Administration

- Promote ESIC grants with network members; manage expectations according to budget and balance of grant monies
- Work with partners to develop strong grant applications
- Submit grant applications to ESIC deadlines
- Communicate ESIC grant decisions to partners
- Develop Memorandum of Understanding (MOU) for each successful grant; ensure signatures
- Raise cheques for grant payments as per MOU schedule/conditions

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- Monitor programs and services that receive funding from Vibrant Communities Charlotte County; review project reports received from our partners; work with partners to ensure timeliness, quality and consistency of reports; ensure adherence to conditions of grant
- Reports on progress and accomplishments as required by ESIC and other funders/sponsors/partners

Communication

- Ensure consistency of branding for organization, including use of the logo
- Update, maintain and implement a communications plan
- Establish and maintain strong contacts with the various news media
- Represent Vibrant Communities Charlotte County in interviews with media
- Create promotional tools such as newsletters, press releases etc.
- Grow and maintain online and social media presence
- Prepare success stories for ESIC.

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Skills and Experience Required

- Must possess exceptional relationship management skills
- Must possess exceptional communication skills (listening, oral and written)
- Proven facilitation skills
- Ability to motivate, engage, inspire and convene others in dialogue and action
- Ability to lead complex projects and a diverse team and to work effectively with government, business, non-profit and community sectors
- Energetic and critical thinker; innovative and pragmatic problem-solver
- Excellent organizational, project management and time management skills
- Knowledge of social policy, government and community practices, and the mechanics of research, project planning and evaluation
- Proven experience in media and public relations
- Must be able to multi-task in accordance with changing deadlines and priorities
- Desire to work in a fast-paced, non-profit environment that values results, learning and change
- Competence with appropriate computer-based applications including Microsoft Office Suite, QuickBooks, Facebook, email and web development tools
- Able to work flexible and non-traditional hours
- Must demonstrate an understanding and appreciation of the complex nature of poverty and the barriers to independence
- Must demonstrate an understanding of asset-based community development and community change theories
- Experience of non-profit governance and working with Boards
- Proven experience of advocacy
- Must be able to work independently and as part of a team
- Must own vehicle and be prepared to travel within province
- Bachelor Degree in Social Sciences, Community Development or Community Economic Development an asset
- Bilingual (written and spoken English and French) an asset.

Qualities and Characteristics

- Genuine commitment to helping others
- Self-motivated
- Flexible; can deal with uncertainty, flux and change
- Positive attitude; sense of humour
- Patience and persistence
- Willingness to lead/support but not “own” solutions; prepared to give others credit
- Commitment to and ability to communicate vision
- Ability to ask sometimes tough questions
- Active learner
- Leads by example; can build trust
- Respectful; inclusive.

Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset qualifications in addition to the essential qualifications in order to be given further consideration