

BIG WHITE MOUNTAIN COMMUNITY DEVELOPMENT ASSOCIATION

COMMUNITY DEVELOPMENT OFFICER – JOB DESCRIPTION

The Community Development Officer (CDO) for Big White Mountain Community Development Association (BWMCDA) is an exciting and important part time position within the growing community of Big White Mountain. The primary objective is to assist with the smooth operations of the not-for-profit Association, in line with our Mission Statement and promote the development of the Big White Mountain community in general as it continues to grow.

The post holder will ideally be a strong, resourceful administrator & accomplished marketing professional. The role reports to the Board & Membership of BWMCDA and works closely with other mountain groups including the Board of the Chamber of Commerce, Big White Fire Department, Big White Community School & PAC, and Big White Ski Resort amongst others.

- The CDO must have the ability to make good strategic decisions; demonstrate strong community leadership; build relationships with funders & partners, the residents & business communities, local, provincial, and federal government agencies & committees, and First Nations as necessary.
- The CDO administers the day-to-day operations, meeting agendas, minutes, membership lists, website, and promotional materials as necessary.
- The CDO would do research inquiries on behalf of the BWMCDA, with the goal to find opportunities Grant Applications to support our existing and future projects & services.

This is a one-year renewable part-time contract position, with a three-month probation period. The hours would vary but would be to a maximum of approximately 10 hours per week flexing depending on current projects.

Key Responsibilities:

Community Development

- Act as primary contact for inquiries and report such for review and action.
- Assist with the execution of the BWMCDA's strategy
- Displaying adherence to the organisation's mission.
- Maintaining proficient knowledge of the organisation's history and programs. Developing relationships and collaborating with key stakeholders.
- Collaborating with the Executive Team to compile an annual report.
- Complete Director, member and committee meeting agendas and minutes.
- Working directly with the Secretary, ensure records are up to date on Google Drive. Maintain all records to ensure we are aligned with our partners, funders and Insurers requirements are always met. Make any documents available upon request.
- Present monthly CDO Reports at the Board of Directors and members meetings
- Coordinate members meeting and special events
- Potentially organize Quarterly meetings with stakeholder groups
- Maintain consistent and transparent communication between community groups, residents, and businesses.

Project Management

- Undertake analysis & evaluation of project opportunities. Complete with funding opportunities and funding strategies needed to develop these.
- Maintain existing and secure new funding opportunities for community development activities and programs.
- Greenhouse development & Management
- Website & Social Media management
- Oversee Early Learning Centre and Summer Camp programs
- Administer BlockWatch Program as per BlockWatch BC requirements
- Administration of the various components of the Wellness Program
- Coordinate communications via Digital Signage

Promotion, Marketing, and Communication of Information

- Working with the Communications Director, Identify the need for and develop a variety of promotional and marketing tools and community building messaging and events to attract new residents to the Community.
- Develop resources to support, implement, and monitor effective marketing strategies.

Liaison, Relationships and Partnerships

- Liaison with volunteers or staff to ensure all administrative systems and resources are always relevant and up to date, including website, social media, accounting, email database etc.
- Generally, assist with regular communications to the Association's membership and wider community to ensure a two-way flow of information on projects. This includes developing agendas, taking minutes and facilitation for all BWMCDA meetings.

Grant Writing

- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Maintaining records on Google Workspace.
- Maintain a log of all potential Grant opportunities plus information on all Grants applied for and the results.
- Maintain a library of Grant applications for reference in future Grant applications

Key Competencies:

The successful candidate would ideally have some knowledge in some of the following areas:

- Effective planning and administration of internal and external meetings and subsequent follow up.
- Strategic planning and marketing strategies for a small community.
- Budgeting, financial management and analysis.
- How to research local, regional and provincial community growth & funding opportunities.

- Building strategic partnerships and facilitating the development of collaborative relationships.
- An understanding of relevant local government legislation, policies and procedures.
- An understanding of the local economic, cultural, and political environment.

The successful candidate must demonstrate some or all of the following skills:

- Ability to develop and analyze project plans.
- Ability to prepare structured and compelling grant proposals and cases for support for each project
- Ability to prepare research and reports to committees and the community.
- Proficiency with computer programs including word, excel, power point, social media sites, and websites.
- Ability to work effectively with all stakeholder groups, including members, volunteer committees, business owners, resort executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues.
- Demonstrates a strong sense of personal integrity and ethical practices.
- Effective negotiation and mediation skills, as well as conflict management and time management skills.

Education and Experience:

- College or University degree
- Work experience in Administration, Community Development, Marketing, PR and/or Grant Writing
- Preference will be given to applicants with relevant experience living and working in small communities, local government, non-profit associations, or fund development.