

Parkland County  
53109A HWY 779  
Parkland County, AB T7Z 1R1

Telephone: 780-968-8888  
Toll-Free: 1-888-880-0858  
Fax: 780-968-3232

Website:  
parklandcounty.com

E-mail Resumes to:  
employment@parklandcounty.com



Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Please note that if you are applying by email, ensure that your resume is sent in either a Microsoft Word format (.doc/.docx), Rich Text Format (.rtf), or Adobe Acrobat Portable Document Format (.pdf).

Parkland County has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

# Employment Bulletin

With a population of 30,568, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

## **COMMUNITY DEVELOPMENT COORDINATOR**

(Permanent, Part-time; Job Share)

Parkland County has a Permanent, Part-time, Job Share position available for a Community Development Coordinator in the Community & Protective Services department. This is a challenging and unique leadership and community development opportunity in the areas of recreation, parks, culture and social based programs and services. Under the direct supervision of the Supervisor, Parks, Recreation & Culture Services, this position includes delivering a compliment of support to Community Associations and the Parks, Recreation & Culture Service area, as well as other portfolios selected in collaboration with team members, recognizing interests, strengths and the annual goals and strategic plan of the Service area. The breadth of duties include support to various recreation, culture and parks opportunities in the County; as well as Social and Emergency Social services. The ideal candidate will be self-motivated, have the ability to work independently as well as in a team environment, creative, problem solver, have a sense of humor, and an ability to adapt to new tasks quickly.

### **QUALIFICATIONS:**

- Post-secondary degree in Recreation or related discipline from a recognized post-secondary institution.
- Three (3) to five (5) years of community development experience, preferably in a municipal setting.
- Significant education and/or experience in proposal writing, grant applications and administration is preferred.
- Supervisory experience is considered an asset.
- Excellent written skills including report writing, verbal communication skills, organizational skills and the ability to work under strict time restraints.
- Must have outstanding computer skills, research and analytical skills, and project management experience.
- Knowledge and experience with community and public consultation and with not-for-profit and other charitable organizations, grant and sponsorship experience and agreement development/management experience is required.
- Possession of a valid Alberta Driver's License and satisfactory driving record is required.

<b>Competition Number:</b>	16-83MIN
<b>Rate of Pay:</b>	\$39.46 to \$49.32 per hour
<b>Hours of Work:</b>	7 hours/day; 35 hours bi-weekly
<b>Competition Closing Date:</b>	Wednesday, October 5, 2016 at 4:30 p.m.
<b>Benefits:</b>	Extensive benefits are offered.