

Job Description – Community Development Specialist

****FUNDING PENDING****

Location: Annapolis Valley

Position Description

As the **Community Development Specialist**, you will work part time from Acadia University and directly with clients to support our social impact work in the region. This position requires core competencies of client and project management; training, facilitation and community engagement; and research, and proposal and report writing. As an Impact Team member, the individual requires the right mix of keeping projects on time, on budget and striving to exceed client expectations.

General Roles & Responsibilities

Acadia University - Client Focus

- **Program Development and Management:**
 - Oversee and refine entrepreneurship programs including workshops, training, and networking events.
- **Marketing and Outreach:**
 - Promote the center and its initiatives, and coordinate the execution of a marketing strategy to showcase success stories and opportunities.
- **Budget Management:**
 - Manage the center's financial resources efficiently.
- **Evaluation and Reporting:**
 - Monitor program effectiveness, use data for improvement, and report outcomes to stakeholders.
- **Leadership and Student Team Management:**
 - Lead the center's team, set goals, provide feedback, coordinate schedules and events, and supervise students.

Common Good Solutions

Consulting and training

- Exploring various social, cultural, or environmental issues (in-depth and in breadth) and industries that may hold opportunities for enterprising solutions
- Supporting the facilitation sessions for: staff, board members, and / or community stakeholders who are looking to start or grow a social enterprise; for-profit businesses looking to build a social mandate into their mission; and / or

communities or municipalities seeking to use social innovation to increase prosperity for their citizens

- Conduct research
- Supporting business planning services
- Research on policy

Client Management

- Represent CGS in a professional manner
- Maintain consistent and respectful communication with all project contacts
- Respond to client queries promptly
- Proactively identify and resolve client issues

Project Management - Community Projects

- Support the successful delivery of client projects, on time and within budget in portfolio
- Support managing client expectations
- Support meeting project deliverables in an appropriate timeline
- Act as the administrative support to ongoing community projects
- Communicate regular project updates with CGS consulting team

Research and analysis

- Primary and secondary research -Primary data design, collections and analysis
- Collection and interpretation of secondary research reports, data sets and best practices
- Primary data design, collection, and analysis
 - Collection and interpretation of secondary research reports and data sets
 - Creation of clear, concise, persuasive reports

Sharing Deliverables

- Supporting synthesis of project deliverables into written report format (when applicable).
- Consultation with project leads and revision of deliverables (when applicable).
- Oral presentation of project deliverables for clients and other stakeholders (when applicable).

What to Expect

Like most consulting firms, our work has periods of unpredictable demand and the work can be both enjoyable and intense. While we prefer to maintain predictable office hours, this is not always possible. Occasionally, client meetings must be scheduled in the evenings or on weekends to accommodate our client's work. However, this is

generally done with ample notice. For this reason, CGS offers a flexible work schedule and works to support work-life balance for all of its employees.

Common Good Solutions Inc. is an equal opportunity employer.

The position requires the proponent to work 35 hours per week with flexibility.

Compensation

The salary for this position is \$48,000 - \$58,000 annually. CGS offers a competitive compensation package, including a health and dental program, flexibility for remote work, and a four-day work week.

Submit your RESUME WITH COVER LETTER with cover letter to lisa@commongoodsolutions.ca by MIDNIGHT on May 26, 2024.

Only those receiving an interview will be notified.