

## Job Title: Community Development Specialist

Location: Newfoundland Labrador

### About the Role:

As a Community Development Specialist, you will collaborate directly with clients to deliver impactful community development services. This role demands core competencies in client management, proposal writing, project management, facilitation, community engagement, research, and report creation. You'll be at the forefront, navigating complex community challenges and presenting innovative opportunities for positive change to our inspired clients. Balancing project management excellence, you'll ensure projects remain on schedule, within budget, and exceed client expectations.

### Who You Are:

You're a skilled and imaginative communicator deeply invested in the development of local communities. A strategic thinker, you champion community-building by valuing community voice, fostering trust, and creating innovative recommendations to untangle complex problems. Whether engaging one-on-one or with large groups, you excel as a facilitator. Collaboration is your forte, and you shine in strategic thinking, writing, researching, and project management. A fast-paced environment with multiple projects excites you, and your abilities are primed for it.

### Your Responsibilities:

- **Community Exploration & Planning:** Dive into various social, cultural, and environmental issues, exploring opportunities for enterprising community-focused solutions.
- **Facilitation & Engagement:** Plan and conduct in-person consultation sessions, employing diverse facilitation techniques, and delivering follow-up documentation to engage diverse stakeholders.
- **Business Planning & Policy Development:** Contribute to comprehensive community-centric business plans and contribute to policy development.
- **Impact Measurement:** Define criteria and measure the impact of community initiatives.

- **Client Management:** Serve as the primary contact for clients, ensuring professional representation, prompt communication, issue resolution, and proactive identification of solutions.
- **Opportunity Development:** Identify community development service opportunities, understand client needs, and develop work plans, budgets, proposals, and responses to RFPs.
- **Project Management:** Oversee successful project delivery within time and budget constraints, managing expectations, delegating tasks, and ensuring regular communication with internal and external teams.
- **Research & Analysis:** Conduct thorough research, analyze data, and present evidence-based reports to clients.
- **Sharing Deliverables:** Synthesize project deliverables into reports, consult project leads, and present oral reports to clients and stakeholders.

#### Your Skills:

- Exceptional communication skills (verbal and written)
- Strong research abilities and report writing skills
- Confident facilitation and presentation skills
- Meticulous attention to detail
- Experience with diverse stakeholders and community organizations
- Creative problem-solving aptitude and proactive initiative
- Comfort and respect for work involving community members as solution experts
- Understanding of social entrepreneurship, social innovation, social finance, and community development

#### Work Hours & Compensation:

- Work Hours: 35 hours per week
- Salary Range: \$56,000 - \$66,000 annually
- Comprehensive health and dental benefits, work from home, and a four-day workweek offered by CGS.
- Applicants should be prepared to live and work in **Newfoundland and Labrador**.

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 clients work. However, this is generally done with ample notice. Our offices are very small, so applicants should be comfortable working alone or with few other people.

Common Good Solutions CIC. is an equal opportunity employer.

Application Process:

Please send your cover letter and resume, illustrating why you'd be an ideal fit for the Community Development Specialist role at CGS, to Chelsey at [chelsey@commongoodsolutions.ca](mailto:chelsey@commongoodsolutions.ca).

Application Deadline: Position open until filled.