

JOB DESCRIPTION: COMMUNITY DEVELOPMENT COORDINATOR

General Description

The Community Development Coordinator is a very important liaison person between/among the Centre's Student Nutrition Program and the schools and other community organizations. Knowledge of the program and its funding sources is essential to the role as is the capacity to build relationships with the schools in particular. Finally, as pertains to the Communications role, he/she is responsible for publicizing the program through various media and other communication forms and strategies.

Reports to

The Student Nutrition Program Manager

Qualifications and Experience

The Community Development Coordinator must have:

- Valid Driver's License;
- Reliable vehicle;
- Significant general knowledge of the food industry and the practices and beliefs which support healthy diets;
- Exceptional skills in writing, communications and managing media platforms.
- A background or formal certification in communications;
- Criminal Record Check;
- Vulnerable Services Check.

Other

- A knowledge of French would be an asset;
- Safe Food Handling Certificate would be an asset.

Competency 1: Knowledge:

The Community Development Coordinator must be very knowledgeable about all facets of the Student Nutrition Program and be cognizant of policies and practices of the education system and the community with which he/she works. The following indicators are to be used as a guideline in this competency.

The Community Development Coordinator must know and understand:

- The mission statement and the core values of the Centre;
- All Ministry guidelines pertaining to the Nutrition Program;
- All relevant details in Canada's Food Guide to Healthy Living;
- Standard practices associated with safe food handling and preparation;
- The social, financial and demographic characteristics of the communities served;
- The funding models and sources which support the program;
- Details from those funding sources about how these resources are to be deployed in the schools;

- A general knowledge of the schools that are served - policies, procedures, programs and practices;
- All internal policies and practices of the Student Nutrition Program that impact on the delivery of the program in the community;
- A range of software programs including Excel, PowerPoint, Word, Microsoft Teams etc;
- The use, in particular, of social media platforms including Survey Monkey, Canva, Pinterest, Facebook and Constant Contact.

Competency 2: Skills

The Community Development Coordinator interacts with a variety of individuals and agencies in the schools and communities and must possess a skill set that establishes productive working relationships as a basis for implementing and fostering successful programs in the schools. The following indicators are to be used as a guideline in this competency.

The Community Development Coordinator must be able to:

- Act as an advocate for healthy lifestyles;
- Support volunteers who have been recruited for the program at the school level;
- Communicate with a variety of individuals and groups in an appropriate manner and through a variety of media;
- Compile, analyze and report on data collections;
- Work cooperatively with school-level coordinators;
- Prepare, present and evaluate workshops;
- Assess school expenditures in the context of the various guidelines from the funding agencies;
- Travel throughout the region to which he/she is assigned;
- Provide regular consultation to the schools and to other team members as required;
- Maintain accurate and complete records in hard copy and electronically as required;
- Understand media and media impact and the care that must be taken in the portrayal of the mission and values of the Leger Centre;
- Ensure that the schools maintain their financial records in required order for reporting purposes;
- Create appropriate content in publications and messages that is accurate, relevant and current;
- Manage the information flow in a timely fashion to ensure maximum impact.

Competency 3: Values and Personal/Professional Qualities

The Community Development Coordinator represents both the Centre and the Student Nutrition at the local level. The quality of that relationship and representation is a significant factor in the establishment and maintenance of the program in the schools and

community. The following indicators are to be used as a guideline in this competency.

The Community Development Coordinator must be, and be seen to be:

- A strong, loyal and enthusiastic supporter of the Centre and, in particular, the Student Nutrition Program;
- Positive and non-judgmental in dealing with the public;
- Tactful and diplomatic;
- Accessible to schools, community members and related organizations;
- A good role model for healthy lifestyle as befits a public person in this role;
- Reliable in terms of meeting deadlines, follow-up and speedy response;
- Sensitive in on-going communication to the intended audiences.

Competency 4: Mission Advancement

The Community Development Coordinator, like all staff of the Centre, must be engaged not only in maintaining the programs and services offered by the Centre, but also advancing those services and, where possible, finding new and increasing numbers and different types of individuals and groups to help foster the growth of the program and support its positive image in branding for the community. The following indicators are to be used as a guideline in this competency.

The Community Development Coordinator must:

- Be willing to be a strong advocate for all aspects of the Student Nutrition Program;
- Expand the volunteer base;
- Engage in a continuous search for new funding agencies and new target audiences;
- Be available as needed for presentations on, and communication forums about, the programs and services that are offered by the Student Nutrition Program out of the Centre;
- Create easier pathways for school coordinators to enhance the visibility of the programs in the schools;
- Search continuously for information and helpful tips to share with the schools;
- Foster growth and commitment in the volunteers and other involved staff to the Program.