



Position Title: Community Developer
Division: Housing & Mental Health
Department: Wellness & Community Development
Location: Sorenson Place

Position Summary

Sorenson Place is opening a hub office for e4c's Affordable Housing program. e4c's team of Community Developers work with e4c's Property Manager and other programs to provide an interdependent housing model. e4c offers affordable housing and works with tenants and community partners to coordinate space to gather, a range of activities, and individual tenant supports. e4c Community Developers also work extensively in the broader community to strengthen community connections through neighborhood initiatives by and with residents of the neighbourhood.

The Community Developer is a member of e4c team with an outreach office in Sorenson Place. This position reports to the Director of Housing & Mental Health Services, and supports a range of community development activities in the neighbourhoods served by e4c; specifically, McCauley, Boyle Street and Alberta Avenue neighbourhoods.

Key Accountabilities

Community Engagement and Development

- Identify, build and maintain relationships with residents, committees and community groups to assist with community engagement opportunities.
- Develop, coordinate and facilitate community programming and workshops.
- Create a safe and supportive environment for tenant activities at Sorenson Place and other Affordable Housing properties.
- Promote and distribute programming information to the community.
- Support volunteers participating in community events.
- Create, share and manage content on social media accounts.
- Liaise and serve as a point of contact with tenants, community members, groups, and institutions.
- Assist community members in systems and resources navigation.
- Other duties as assigned.

Administration

- Monitor and report on funding, purchasing and petty cash expenses.
- Prepare programming statistics and reports.
- Assist e4c in sourcing grants, donations, fundraising and other program resources.
- Adhere to Human Resources Program Policies and Procedures.

Education and Certifications

Required

- Diploma in community development, social work or related human services field.
- Police Check with Vulnerable Sector Check.
- Intervention Record Check.
- Standard First Aid/CPR.
- Suicide Intervention Training.
- Valid Driver's License, \$2 million dollar liability insurance and requires operation of a personal vehicle.



Recommended

- Asset Based Community Development.
- Trauma Informed Practice.
- De-escalation.
- Harm Reduction.
- Cultural Competency.

Experience

- 4+ years of community development experience including facilitating community based activities.
- Knowledge and experience on issues of homelessness, addictions, mental health, cultural awareness, inner city communities and indigenous communities.
- Knowledge and experience about the Residential Tenancies Act and other competencies around affordable housing.
- Knowledge and experience using harm reduction, trauma informed, person-centered and asset based community development approaches.
- Understanding and experience practicing the TRC's recommendations for reconciling with Indigenous communities is an asset.
- Experience with planning and managing community outreach events is an asset.
- Ability to maintain accurate records and report on outcome based programs.
- Proficiency in MS Word, Excel, database applications, computer operation and social media channels.

Competencies

- **Relationship Building:** Able to build formal and informal professional relationships. Model and foster respect and reciprocity with people served in the program, team members, other e4c personnel, external service providers and community members.
- **Creativity** – seek new methods and ways to improve processes and efficiencies for community relations and programming. Respond to new and innovative ideas in an effort to problem solve for resolution.
- **Communication:** Comfortable communicating formally, informally, in groups and one-on-one. Able to obtain and share information, ideas, and problems. Able to ask for advice, support and accept feedback.
- **Accountability:** Able to define expectations for self and others and to act to fulfill these expectations. Able to self-reflect, monitor and correct one's own actions, as well as others' actions.
- **Creating and Leading Change** – proactive and preventative; innovation and creative; pathfinding; inspirational.
- **Detail Oriented**-Able to manage complex budgets and contracts, focus on the details that matter, work with high level of autonomy and balance operational details with planning and evaluation.

Supervision

- Supervision of practicum students and community volunteers.

Reporting Relationships

Reports To: Community Development Manager



Direct Reports: Practicum Students

Internal Relationships: Students, Volunteers, e4c staff members.

Working Conditions

Schedule

- Full time position 40 hours per week.
- Some evening and weekend shift work may be required however this position is primarily based on standard office hours.

Work Environment

- Interaction with tenants, community members, agency partners, and internal employees on a daily basis.
- Manage moderately to significant complex crisis situations.
- Pressure to produce tangible results and complete projects within tight timelines.

Physical Demands

- Moderate to heavy lifting.
- Active engagement in community events and other volunteer activities.
- Routinely uses standard office equipment such as laptop computers and smartphones.
- Requires regular periods of intense concentration to complete complex tasks.
- Involves sitting, walking and standing on a regular basis.
- Due to nature of work at different locations in the community it may involve exposure to all weather conditions.

Autonomy

- Decisions consistently affect the entire program.

Salary Scale

- Grid E

Acknowledgement

Employee Signature:

Date:

Supervisor or Manager Signature:

Date: