

Job Title: Social Planning Coordinator		Pay Grade: 8 (Interim rating)
Department: Planning and Development Services		Reports To: Community Development and Resilience Manager
JJE Maintenance Review Date: September 2028	Content Last Updated: September 2023	Position(s) supervised: N/A

JOB SUMMARY

Reporting to the Community Development and Resilience Manager, the Social Planning Coordinator (Coordinator) will liaise, support and coordinate efforts with community-based organizations, municipal partners, other levels of government and internal Comox Valley Regional District (CVRD) departments to advance social planning projects and initiatives that contribute to a healthy, equitable, inclusive and resilient region. The Coordinator will act as a link between the CVRD, community partners and agencies, and rights holders in supporting efforts to address complex community issues related to poverty reduction, affordable housing, homelessness supports, and community health and wellness.

The Coordinator will help build capacity within the CVRD to be an effective partner and contributor in addressing the social development challenges in the Comox Valley, as guided by the Board’s Strategic Priorities, the Regional Growth Strategy and other strategic plans. This position will also support the Planning and Development Services department in a variety of Regional Growth Strategy policy and action planning initiatives.

MAJOR DUTIES AND RESPONSIBILITIES

1. Liaise and collaborate with local non-profit agencies, community groups, indigenous organizations and rights holders, member municipalities, senior levels of government and public agencies to understand gaps in social development programming, service delivery and advocacy as well as the existing capacity and/or barriers to address these gaps.
2. Assess and make recommendations on how the CVRD might support existing work underway in the community to reduce poverty.
3. Build relationships, convene conversations, coordinate and collaborate with community-based organizations, municipal partners, other levels of government and internal CVRD departments to support action, collect and share data and recommend policy for poverty reduction work.

4. Work with CVRD staff to identify and coordinate shared actions across CVRD service work plans to reduce poverty.
5. Work with staff of member municipalities to coordinate efforts and support collaboration in social development activities.
6. Assist with the channels of communication and sharing of information between social organizations and CVRD.
7. Assist with the collective impact work that is already underway to reduce poverty in the Comox Valley.
8. Work with local staff of provincial ministries and public agencies to help review needs of the local non-profit sector and identify any areas for potential collaboration and/or advocacy.
9. Research, assess and provide analysis of key social development trends and issues in the Comox Valley to support the work of community organizations and the strategic priorities of the Board.
10. Support collection, sharing and monitoring of community socio-economic data and poverty indicators.
11. Support work to review existing and develop new policy to support the Board's "Community Partnerships" and "Accessibility, Diversity, Equity and Inclusion" strategic drivers.
12. Participate in, contribute to, and support the development of department work plans reflecting the United Nations Declaration on the Rights of Indigenous Peoples and CVRD's commitment to reconciliation.
13. Prepare reports, presentations and documentation to communicate with partners, municipalities and the Board as required.
14. Organize and facilitate meetings, prepare meeting materials and coordinate outcomes.
15. Identify potential grants and other funding opportunities and assist in the development of submissions.
16. Undertake other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- An undergraduate degree of four years, or equivalent, in social policy, social work, community development, planning, public health, or a related discipline.
- Over three years of progressively responsible experience in social development, policy development, impact evaluation, social innovation, community development, preferably within a local government context.
- Equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid Class 5 BC driver's License

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Knowledge and understanding of the social determinants of health and the development and implementation of social policy.
- Knowledge of Trauma-Informed Practice.
- Knowledge of the roles and responsibilities of orders of government as well as knowledge of relevant community-based services with particular understanding of the mandate, operating environment, board objectives and strategic priorities, structure and operations of the CVRD.
- Ability to work collaboratively and effectively and interact respectfully and meaningfully with a variety of community partners, stakeholders and rights holders including people with lived and living experience.
- Ability to recognize, understand and effectively communicate the implications of emerging issues which may have broader influence on communities.
- Ability to clearly communicate complex and controversial issues through reports and presentations to the public, local and senior government and community organizations.
- Ability to self-direct, use sound judgement and manage multiple priorities simultaneously.
- Strong professional judgement and organizational skills in order to coordinate the contributions of professional staff in multi-disciplinary and/or multi-sectoral settings.
- Experience in preparing and developing policy recommendations.
- Demonstrated experience working with social non-profit organizations and community groups in urban and rural contexts.
- Demonstrated cultural and social awareness and ability to foster and promote diversity, equity and inclusion.
- Strong computer skills including proficiency with Adobe Acrobat, SharePoint and web utilization skills.
- Proven collaboration and project organization skills.
- Team oriented and strong work ethic in achieving personal and organizational goals.
- Excellent research, writing, communication, facilitation and presentation skills.

Other:

- Must be able to work varied hours as necessary to meet the requirements for attending committee and Board meetings.

EMPLOYEE SIGNATURE

I have read and understand this job description:

Print Name

Employee's Signature

Date