

Job Opening:
Manager of Cities
Vibrant Communities Canada
Cities Reducing Poverty | Cities Deepening Community

Tamarack Institute is seeking a full time Manager of Cities to support Tamarack's Vibrant Communities Canada (VCC) team and our work with Cities Deepening Community (CDC).

About Tamarack VCC:

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at www.tamarackcommunity.ca. Through our work in Vibrant Communities Canada, we advance learning communities in two areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial and federal levels. Learn more at www.vibrantcanada.ca.
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at www.deepeningcommunity.ca.

As a Manager of Cities you will provide ongoing engagement and coaching to our members and actively work to support, retain, and recruit new members to achieve required targets. You will also need to write and develop learning papers, blogs, case studies, tools for action, and reports, and you will be involved in organizing and delivering communities of practice and webinars. Your responsibilities will include developing and implementing VCC regional and/or national events, and in all your work, you will be expected to co-generate learning activities and publications with our members.

On-going Responsibilities:

- Support and deepen relationships with a minimum of 30-member cities.
- Recruit new members to reach desired growth targets.
- Plan, organize and Lead on-going communities of practice, webinars and face to face gatherings.
- Coach cities in technical and issue-based learning.
- Act as guide/matchmaker for peer to peer learning across the Cities Deepening Community network.
- Write case studies, guides, blogs and tools to support members with knowledge and practice.
- Support our members success, track outcomes and generate reports.
- Be an active member of the Vibrant Communities Canada team and be involved in the overall planning and implementation of the annual learning plan.

- Represent Vibrant Communities Canada at regional, national or international events, you will be required to travel several time throughout the year.
- Additional duties as assigned in work planning.

Qualifications:

- Proven experience and education, most often attained through completing a Masters degree and 3 years of employment in a related job.
- Strong understanding of community development theory and practices and Asset Based Community Development.
- Strong research and writing skills, advanced knowledge of social media, and ability to work with inbound marketing software and databases.
- Ability to work remotely, both independently and in co-operation with a remote team, in a continually evolving organizational environment.
- Highly-relational, both in-person and online, to effectively build trust and commitment with members to ensure they are highly engaged.
- Highly organized, self-motivated and self-directed, with strong communication and administrative skills and a demonstrated capacity to multi-task.
- Ability to maintain an eye on the big picture as well as the details of our collective work.
- Strong computer skills and proficiency in MS Office, and experience with data management systems is an asset.
- Bilingual (English and French) a definite asset.
- Willingness/ability to travel, as required

Supervision and Reporting:

The Manager of Cities will report directly to the Senior Manager, Operations, Learning and Cities, VCC and work very closely with the VCC Director. He or she will also work closely with the other members of the VCC team, including but not limited to the Coordinator of Admin and Communications, other Managers of Cities, and the Director of Policy, Learning and Evaluation.

Work Environment:

This job is full-time and, as with most jobs at Tamarack, can be home-based or performed at Tamarack's office located at Conrad Grebel University College. Candidates who reside within a close driving distance to Kitchener-Waterloo are preferred, but for the right person we are open to hiring from anywhere in Canada.

Salary & Benefits:

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy. This is a full-time 40 hour per week position and compensation is rated between \$50,000 and \$65,000 a year.

To Apply:

Please send your resume and cover letter to jana@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.