

Job Opening: Manager of Cities Cities Reducing Poverty | Cities Deepening Community

Tamarack Institute is seeking a full-time Manager of Cities to join Tamarack's Vibrant Communities (VC) Cities Reducing Poverty (CRP) team. The successful candidate be based in British Columbia and will work remotely from their home office.

About Tamarack's Vibrant Communities:

Tamarack is a charitable organization that develops and supports collaborative strategies that engage citizens and institutions to solve major community issues across Canada and beyond. Our belief is that when we are effective in strengthening community capacity to engage citizens, lead collaboratively, deepen community and reduce poverty, our work contributes to the building of peace and a more equitable society. 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 three areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtables and the alignment of poverty reduction strategies at the municipal, provincial and federal levels.
- **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.
- **Cities Building Youth Futures** is a collective impact investment in 13 communities across Canada aimed at enabling young people to be engaged in their communities and to successfully navigate transitions from youth to adulthood.

As a Manager of Cities, you will provide ongoing engagement and coaching to local community partners, and will actively work to support, retain, and recruit new members to achieve required targets. You will write and publish articles, case studies, tools, guides, and blogs, and will organize and deliver online learning, including Communities of Practice and webinars. Your responsibilities will include being part of a team that plans for and runs regional and/or national events, and in all of your work, will co-generate learning with your member communities.

Ongoing Responsibilities:

- Support and deepen relationships with a caseload of 30 BC Cities Reducing Poverty current and prospective member cities and communities.
- Provide coaching to community partners (technical and issue-based learning).
- Support members' success in developing community plans, tracking and reporting on outcomes, and achieving sustainability.
- Act as guide and matchmaker for peer to peer learning and resource-sharing.
- Recruit new members to reach desired growth targets.
- Co-generate meaningful learning with your member communities.

- Plan for and host engaging webinars and Communities of Practice.
- Publish case studies tools, guides and blogs that support members with knowledge and practice.
- Plan for and run online and face-to-face provincial/territorial and national summits and events.
- Be an active member of the VC team including in planning and implementation of annual work and learning plans.
- Represent VC at regional, national or international events, as required.
- Carry out additional duties and special projects, as assigned.

Qualifications:

- Proven experience and education, most often attained through completing a Master's degree and at least 3 years of experience in positions with similar responsibilities.
- Strong understanding of community change and collaboration as related to poverty reduction.
- Experience working with diverse and marginalized communities.
- Highly organized, self-motivated and self-directed.
- Strong communication and administrative skills and a demonstrated capacity to multi-task.
- Strong research, writing, and editing skills with a keen attention to detail.
- Highly-relational, both in-person and online, to effectively build trust and commitment with community, organizational, and government stakeholders at all levels.
- Ability to work remotely, both independently and in co-operation with a remote team, in a continually evolving organizational environment
- Enthusiastic and flexible, with an ability to maintain an eye both on the big picture and on the details of our collective work.
- High level of integrity, tact, and discretion.
- Strong computer skills and proficiency in MS Office
- Ability to work with social media and with inbound marketing software and databases.
- Bilingual (English and French) is an asset.
- Willingness/ability to travel, as require.

Supervision and Reporting:

The Manager of Cities will report directly to the Team Lead, Cities Reducing Poverty and will work closely with the VC Director. They will also work closely with the other members of the VC team, including but not limited to the Senior Manager/Team Lead Finance & Operations, the Community Animator, Digital Engagement & Marketing, other Managers of Cities, and other team members.

Work Environment:

This job is full-time and, as with most jobs at Tamarack, is home office-based. Tamarack is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people living with disabilities, and people of all sexual orientations and gender identities to apply.

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 position and compensation is rated between \$50,000 and \$65,000 a year.

To Apply:

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