

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

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

About Tamarack VC:

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, we advance learning communities in three practice 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.
- [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 support to our members and learners to actively work to retain and recruit new members to achieve required targets. You will also need to write and develop blogs, case studies, tools for action, and reports that are co-generated with our members. You will also be involved in organizing and delivering communities of practice, webinars, podcast and planning VC regional and/or national events.

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 team and be involved in the overall planning and implementation of the annual learning plan.

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

Qualifications:

- Masters' level education + 3 years of experience OR 7 years of community-based experience in positions with similar responsibilities.
- Experience working with grassroots organizations, government, Asset Based Community Development, community development and/or social justice work (in Canada and/or abroad), in particular those working with marginalized communities is considered an asset
- Knowledge of equity, diversity and inclusion practices and strategies is an asset
- Strong computer skills and proficiency in MS Office, and experience with data management systems is an asset.
- Strong research and writing skills, advanced knowledge of social media, and ability to work with marketing software 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. A high level of integrity, tact and discretion. Enthusiasm and adaptability;
- Bilingual – speaking and writing (English and French) a definite asset.
- Willingness/ability to travel, as required.

Supervision and Reporting:

The Manager of Cities will report directly to the Team Lead of Cities Deepening Community. They will also work closely with the other members of the VC team, including but not limited to the Director, 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, can be home-based or performed at Tamarack's office located at Conrad Grebel University College. Tamarack Institute 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.

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 by 5 pm September 11, 2020 to isaac@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.