

## **MISSION HEALTHY COMMUNITY COUNCIL COORDINATOR**

**(Part-Time Contract – January 1 – December 31, 2022)**

The City of Mission Social Development program is seeking a part time contract Healthy Community Council Coordinator. We have recently launched a new Mission Healthy Community Council table consisting of interdisciplinary partners. Our goal is to work together to build collaborative capacity to address multiple complex issues simultaneously that impact community wellness for individuals from all walks of life as well as the community as a whole.

This leadership position is integral to the success of the Mission Healthy Community Council and will work off site independently under the general supervision of the Manager of Social Development and Manager of Primary Care (Mission Division of Family Practice). We are seeking a motivated self-starter who is passionate about community building, understands the local Mission context and thrives working in cross-disciplinary contexts. This position offers a combination of deliverables including administrative duties such as sending out agendas, taking minutes and coordinating meetings with assisting in facilitation and mobilizing cross sector work.

### **Required Skills, Training & Knowledge:**

- Strong facilitation skills including the confidence and ability to facilitate workshops across a broad range of stakeholders with ability to remain neutral and draw out multiple voices and themes;
- Excellent interpersonal and communication skills - writing and orally;
- Administrative Skills - Excellent time management, organizational and computer skills including the ability to create and distribute agendas, record and distribute minutes;
- Ability to utilize social media platforms such as Facebook and Twitter and prepare communications documents such as newspaper ads and online newsletters for community;
- Ability to work alone with minimal supervision as well as be an active and engaged team member following a work plan and organizational plan;
- Good Judgement - Ability to act as the point person for the Mission Healthy Community Council table practicing flexibility and adaptability; and,
- The ability to practice good stress management skills in a busy role with multiple inputs and adhere to an organized framework and timeline.

The ideal candidate will have a Bachelor's degree in social services, public health, community development, conflict resolution, health geography, or a related field, complemented by training in facilitation, or an equivalent combination of education, training and experience.

Knowledge, training and/or experience in collective impact frameworks, collaborative practice models, applying the principles of trauma informed practice to facilitation and group settings, and in Systems Mapping work applied to social services and health settings are an asset.

### **Compensation**

This position is a temporary one-year contract that may have the opportunity for renewal. As this is a contract position, the applicant will be expected to utilize their own mobile number and computer, thus, the higher hourly rate is intended to contribute to your use of phone and email. This position does not offer benefits or vacation days.

This position will be approximately three (3) days a week, and is excluded from the bargaining units and offers a wage rate commensurate with your qualifications and experience.

If this career opportunity interests you, please send your resume and cover letter to Kirsten Hargreaves at [khargreaves@mission.ca](mailto:khargreaves@mission.ca) by December 12, 2021. Short-listed candidates will be contacted before the end of December.

***We thank all interested candidates; however, only those selected for an interview will be contacted.***