**Community Social Development Coordinator**

**Community Social Development** is about improving the well-being of every individual in a community so they can reach their full potential.

**Position Overview**

Based on the constellation model, the Community Social Development Coordinator will be responsible for working directly with the Community Social Development Partnership, composed of a stewardship group and project or issue focused constellations.

The **mandate** of the Community Social Development Partnership is to:

* Serve as the social development champion for the community by developing a vision, gathering momentum for change and encouraging action;
* Develop a coordinated approach between local government, citizens, service providers and community organizations, facilitating communication and collaboration to work together on community social challenges and opportunities;
* Promote awareness of social development principles to residents, local agencies and businesses;
* Monitor funding available for social development initiatives, encourage local government or other eligible agencies to apply for this funding, and provide input on funding applications;
* Prepare a Community Development Action Plan modelled on the Revelstoke and Area Community Development Action Plan; support high priority projects identified in the plan;
* Prioritize the implementation of existing community plans including the Age Friendly Community Plan; and
* Provide the Town of Golden, CSRD Area A Director and members of the community with information and recommendations on community social challenges and priorities.

The Community Social Development Coordinator will support the process of collaboration by the Community Social Development Partnership by:

* Guiding the planning process;
* Facilitating meetings;
* Supporting new constellations;
* Fundraising for joint projects;
* Mediating conflict
* Helping information to flow; and
* Building the overall capacity of the partnership.

**SPECIFIC DUTIES**

**Community Development Action Plans**

* With the assistance of the Community Social Development Partnership, prepare a Community Development Action Plan modelled on the Revelstoke and Area Community Development Action Plan
* Support high priority projects identified in the Community Development Action Plan and other existing community actions plans by working with constellations to complete goals

**Communications**

* Maintain contact with community social organizations both inside and outside of the Community Social Development Partnership
* Liaise with local government as appropriate, including twice yearly presentations
* Make presentations to key community organizations as required
* In conjunction with the Community Social Development Partnership, provide social perspectives to the Official Community Plan and other community processes
* Work with the Community Social Development Partnership to host an annual event to celebrate community social development achievements.

**Capacity building**

* Meet with community social organizations both inside and outside of the Community Social Development Partnership to ascertain their need, if any, for support and involvement in the Partnership or other community programs
* In conjunction with the Community Social Development Partnership, organize at least one local learning event open to all social sector personnel and the public when appropriate

**Assist with sourcing funding support**

* Monitor funding available for social development initiatives, encourage local government or other eligible agencies to apply for this funding, and provide input on funding applications
* Create proposal templates and sample letters of support to expedite applications, and support organizations to complete funding applications as needed

**Professional development and assessment**

* In conjunction with the Community Social Development Partnership, conduct a professional needs assessment with local social sector personnel to identify learning topics and preferred learning methods

**Development of Annual Workplan**

* In conjunction with the Community Social Development Partnership, develop an annual workplan to achieve the objectives identified above