



POSTING

Cultural Development Coordinator

Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? There is a great wealth of historical significance, and unique culture in the Township and this position will work closely with our community partners to support heritage preservation, cultural initiatives, programs, and events. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Natural Leader? You bring a positive approach to challenges and provide leadership and facilitation skills to support the long-term strategic direction for the Heritage, Culture and Tourism Division. You are a keen and positive person, who will build and foster effective working relationships with community groups, service clubs, volunteers, residents, and contracted personnel to support heritage preservation, cultural initiatives, programs, and events. You bring experience, understanding and passion for heritage and culture. You value making a difference for the public and contributing to a great team environment.

File No: 2022-48 Cultural Development Coordinator
Hours: 35 per week
Salary: \$66,411 - \$76,603 (\$36.49 – \$42.09 per hour)
Closing: June 19, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



POSITION TITLE: CULTURAL DEVELOPMENT COORDINATOR

DEPARTMENT: COMMUNITY & CUSTOMER SERVICES

REPORTS TO: MANAGER OF HERITAGE, CULTURE AND TOURISM

CATEGORY: PERMANENT FULL-TIME

UPDATED: MAY 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan, within applicable Council resolutions, bylaws, and other legal frameworks.

In collaboration with the Manager of Heritage, Culture and Tourism, the Coordinator provides leadership and facilitation to support long-term strategic direction for the Heritage, Culture and Tourism Division. The position ensures a high level of customer satisfaction and collaborates with community groups, service clubs, volunteers, residents, and contracted personnel to support heritage preservation, cultural initiatives, programs, and events. This includes working with colleagues to effectively plan, promote and implement various community events and heritage programming for both residents and visitors. The Coordinator supports cost-effective financial and operational planning and investigates grant opportunities that support heritage, culture and tourism development.

MINIMUM QUALIFICATIONS:

- Knowledge and skill generally associated with the completion of a post-secondary diploma in any of the following areas: Cultural Studies, Cultural Development, Museum Studies, Heritage, History, Event Management, or related field. A university degree in any of these areas would be considered an asset.
- Minimum three (3) years related work experience.
- Experience in a municipal environment, event management and project management would be considered an asset.
- Sound knowledge of policies, issues, trends, and best practices related to cultural planning and heritage development.
- Proficiency in Microsoft Office and related software.
- Experience working with relevant legislation and policy frameworks such as the Ontario Heritage Act, the Planning Act, the Ontario Environmental Assessment Act.
- Required to possess and maintain valid Class "G" driver's license with a satisfactory driving record and have access to reliable personal transportation for corporate use.

SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:

- Understanding of the dynamics of a political organization and the importance of confidentiality, while navigating politically sensitive solutions.
- Excellent communication (written/verbal), report writing and presentation skills, as well as strong interpersonal skills that support internal and external collaborations.
- The ability to adapt and effectively handle multiple demands and conflicting priorities.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- Strong organizational, time management, leadership, decision-making and problem-solving skills.
- Strong research and analytical abilities.
- Superior ability to make accurate and timely decisions.
- Demonstrated experience in media relations and marketing.
- Working knowledge of budgeting and financial management.
- Computer proficiency in a variety of applications including PastPerfect collections management software, expertise with social media platforms, and knowledge of CityWide software would be considered an asset.
- Familiarity with community based strategic planning; and
- Strong familiarity with non-profit sector; service clubs and volunteer agencies.

DUTIES AND RESPONSIBILITIES:

- Foster cultural and community development, build relationships, and promote heritage, culture and tourism services with local organizations and the community.
- Support the development, implementation and maintenance of Heritage, Culture and Tourism related Strategies and Action Plans.
- Develop procedures and processes to improve efficiencies related to the division.
- Research grant opportunities and work with funding agencies on grant programs.
- Collaborate with various Township departments and divisions to effectively plan and implement corporate events and programs.
- Develop and implement effective community engagement strategies.
- Attend committee meetings and provide administrative support as required.
- Analyze demographic trends and community needs in order to develop and implement new and creative events and programming.
- Serve as a liaison and resource person to promote the Township as a venue for potential new events and act as the liaison to support event planning and related requirements.
- Assist with the development and implementation of marketing initiatives, promotional and print materials in partnership with the Corporate Communications team.
- Assist with the development of sponsorship packages and opportunities.
- Recruit, train and supervise part-time staff and volunteers.

Administration

- Assist in the development and monitoring of assigned operational and capital budgets.
- Assist with tracking and forecasting of budgets, completing status reports, making adjustments to ensure that targets are met.
- Provide social media content and updates to the Corporate Communications team.
- Working knowledge of departmental and Township policies and procedures.
- Prepare written reports on relevant division topics as requested, including updates on projects and initiatives and alternative solutions affecting service delivery.
- Exemplary public relations and customer service.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Daily communication with colleagues throughout the organization.

External

Daily communication with Township residents, agencies, community volunteers, service clubs and community groups.

WORKING CONDITIONS:

- Normal office environment working conditions.
- Working outdoors at events or programs.
- Will be required to attend programs / events / location which may take place outdoors and/or in different facilities.
- May be seated for long periods (3-4 hours).
- Work hours vary, must be able to work a flexed schedule to equal a 35-hour week to accommodate evenings and weekend programming requirements.
- Occasional lifting, carrying and moving of items may occur.
- The use of a personal vehicle to transport equipment or supplies is required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.