



Southeast Regional Service Commission

70 Enviro Drive, Berry Mills, N.B., E1G 5X5

HIRING

Director of Community and Social Development (Full-time Position)

As part of the local governance reform of 2022, the RSC's now provide regional leadership in the field of social and community development. The Southeast RSC is proud to play a significant role by putting forward actions that become essential to the quality of life of our regional population, and which is conducive to social inclusion, affordable housing, diversity promotion, poverty reduction, and settlement of newcomers.

SUMMARY

The Director of Community and Social Development is responsible for developing, recommending, promoting, and implementing the objectives, strategies, policies, and programmatic framework for social and community development activities in the regional communities. Certain components include poverty reduction, affordable housing, social inclusion, newcomer settlement services, diversity promotion and healthy communities as well as any initiative that will contribute, in a positive way, to the lives of citizens within the region.

KEY RESPONSIBILITIES

- Establish, recommend, and implement overall social development vision, objectives, strategies and procedures.
- Create an annual action plan and identify the resources needed to implement the plan.
- Oversee the implementation of social development work plans and programs related to the various strategies implemented in addition to evaluating their performance and provide written analysis, evaluation, and recommendations to the Board of Directors.
- Develop and monitor annual budgets and prepare complex grant and funding applications and proposals and administers grants.
- Develop qualitative and quantitative measures to monitor, ensure, and evaluate programs and projects financial status.
- Serve as a subject matter expert on social development matters and serve as a resource on social development financing methods.
- Lead and conduct dialogue with community officials, including government agencies, non-profits, and businesses, as well as community groups, regarding issues of social concern, development proposals and projects.
- Participate in various committees, make presentations to the Board of Directors, the business community, and other groups regarding findings and recommendations; facilitate and represent the Southeast RSC at meetings with members of the business community and the public.
- Lead various public relations activities, which may include the development of promotional materials and press releases.
- Contribute substantially to activities for advocacy, dissemination, and knowledge building on social development by keeping stakeholders, partners, and the public informed about the needs in terms of social development as well as the actions that have been undertaken.
- Develop and maintain a suitable network in social development to keep abreast of new trends in the field to promote and incorporate best practices in various areas of social development that may have an immediate or future impact on social development within the region.
- Oversee the negotiation, development, and review of agreements in support of programs and projects.
- Supervise, direct, coordinate, and review the work of subordinate staff, including outside professional consultants and contract service providers.
- Perform all other duties and responsibilities as required.

QUALIFICATIONS

Education

- Bachelor's degree in a field related to the position. (e.g., Social Science, Political Science, Education, Economics, Business Administration, Public Administration, Finance, Marketing, Equity, Diversity and Inclusion Studies or others.)
- Master's degree in a related field would be an asset.

Experience

- Ten (10) years of progressively managerial experience in social or community development or a closely related field.
- Experience working in partnership with representatives of governments, the private sector, and non-governmental organizations.

Knowledge

- Principles and practices of social development strategies, program administration, and resources.
- Methods of financing social development projects.
- Marketing, public information, and promotional techniques used in social development.
- Principles and practices of researching and analyzing social projects feasibility.
- Knowledge of challenges working with target clients in a rural setting.

Competencies and Abilities

- Fluent in English and French (spoken and written).
- Able to work independently and in a team environment.
- Strong interpersonal and organizational skills.
- Competency with Microsoft applications (Word, Excel, Outlook and Powerpoint) and social media platforms.
- Able to work with tact and good judgment with confidential information, sensitive, emotional, and political issues.
- Establish and maintain cooperative working relationships with elected officials and private and public entities.
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply complex federal, provincial, and local policies, laws, rules, and regulations.
- Work effectively with time-sensitive situations to meet deadlines; coordinate multiple projects and tasks concurrently.
- Communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.

SALARY: Based on education and experience.

BENEFITS: Comprehensive benefits package including health, dental, and vision plan, life and disability insurance, pensions and RRSP, Employee and Family Assistance Program.

JOB TYPE: Full-time position.

DEADLINE TO APPLY: Friday, January 10, 2025

Applicants must submit their resume and cover letter by email to humanresources@nbse.ca or online at www.nbse.ca/careers.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Applicants must be currently legally entitled to work full time in Canada.