



REACH Edmonton Job Posting

REACH Edmonton Neighbourhood Organizing Initiative Project Manager

What's the opportunity?

REACH Edmonton is hiring a Project Manager for our Neighbourhood Organizing Initiative (NOI). The NOI works alongside communities to develop public engagement initiatives that seek to understand top of mind safety and well-being needs. Insights from engagements are developed into community safety reports that are used to bring together and streamline the efforts of safety and well-being stakeholders in a community.

Who's involved?

Partners in the initiative include excited and passionate community members, social agencies, Community Leagues, businesses and business associations, City of Edmonton departments, EPS branches, elected officials, REACH Edmonton, and invited resources.

Commitment to Equity

REACH Edmonton is committed to diversity, equity, inclusion and belonging; and strives to be an organization that reflects the rich diversity of our community.

REACH acknowledges the work it does in Treaty 6 Territory. Together we acknowledge all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

Statement of Preference

All interested parties are encouraged to apply. To follow through with REACH's commitment to equity, diversity and inclusion, we are actively looking for candidates who come from diverse cultures and communities.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers.

A bit about us

REACH is Edmonton's Council for Safe Communities. We are an organization that strives for collaborative and collective community impact. We support and bring together organizations, community groups and Edmontonians to co-develop solutions that make Edmonton a safer city for everyone. We partner on prevention strategies that address the root causes of conditions that place children, youth and families at risk of environments that are unsafe and bring harm. For more information visit REACHEdmonton.ca.

A bit about you

The NOI Project Manager is someone with a passion for making their community a better place to live, work and play in. They are committed to learning how a community functions and how best to engage with community members. They are collaborative, creative, and eager to explore new ideas in building community connectivity.

Project Manager Responsibilities:

- Reports to REACH Leadership regarding NOI projects and community updates
- Designing and implementing community engagement strategies that utilize various forms of engagement including surveys, virtual/in-person community meetings, workshops, door to door campaigns, social media/print campaigns
- Developing and fostering relationships with city departments, enforcement agencies, social agencies, community groups and nonprofits
- Translate engagement insights into safety and well-being reports and recommendations
- Connecting communities to the right external resources to further safety report recommendations
- Organizing, participating in, and documenting digital and in-person community meetings (occasionally on weekends and evenings)
- Researching and identifying community assets in partnering neighbourhoods
- Researching grant opportunities for the initiative
- Overseeing the work of the NOI coordinator and REACH volunteers in the execution of NOI projects
- Provide support to NOI convened Community Safety Councils
- Provide strategic direction of the growth of the program as it expands to neighbourhoods across Edmonton

Personal Attributes:

- Ability to develop and maintain relationships and partnerships with diverse individuals and communities
- Ability to work effectively both independently and as part of a team
- Ability to prioritize tasks and work on tight deadlines
- Ability to maintain a neutral position while working in complex community issues
- Ability to work flexible hours (some evenings and weekends) to accommodate community stakeholders and their schedules
- Commitment to promoting Diversity, Equity, Inclusion and Belonging

Project Manager Requirements:

- Strong interpersonal skills
- Familiarity with program evaluation
- Strong verbal, written, presentation and facilitation skills
- A strong interest in community engagement and collaboration
- Having training and certification in IAP2 is an asset
- Two years of experience in a field related to community development
- Formal education in social work, community development, civic engagement, communications, marketing, or related field will be strongly considered
- Competency in Microsoft and Google applications (Word, Excel, Docs, Sheets, Forms, Slides)
- Competency in virtual meeting platforms like Zoom, Google Meet and Microsoft Teams
- Social media and website maintenance skills (Facebook, Instagram, Wordpress)
- Graphic design competency with Adobe Creative Suite programs is an asset
- We anticipate the successful candidate will have a learning curve in this role, which will be supported; we need a person who is able to identify their learning requirements and work to grow her/his knowledge and abilities to perform this job.

Interested? Apply before March 31, 2023

To apply for this position, email a resume to hr@reachedmonton.ca, along with a cover letter that includes your definition of what good community engagement looks like. How is it done? What should be the result? Who is involved? What skills do you have to bring that definition to life?

Selection Process:

Applications will be shortlisted by a panel of REACH staff. Shortlisted applicants will be interviewed by a panel of REACH staff and external representatives

This is for 1 full-time salary position**Start Date – May 1, 2023****Salary range: \$70,000-87,500****Salary will be based on experience and qualifications****Benefits include:**

Dental care
Employee assistance program
Extended health care
Life insurance
On-site parking
RRSP match

To Apply: Please email your resume and cover letter to the attention of hr@reachedmonton.ca

We thank you for your interest in REACH Edmonton, and appreciate the effort required to apply for this position. Applicants will be contacted by mid-April if they are selected for an interview.