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4763BR

## Community Outreach Coordinator

### Job Posting

Halifax Regional Municipality is inviting applications for the temporary full-time position of Community Outreach Coordinator, Government Relations and External Affairs. This position will be designated with the intent to hire a qualified individual from those who self-identify as African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, Aboriginal persons and persons of the LGBTQ+ community. HRM encourages applicants to self-identify. Please self-identify on your application, cover letter or resume.

Reporting to the Advisor, Public Safety Office, the Community Outreach Coordinator (COC) supports the development of Community Mobilization Teams by working with residents and stakeholders to identify safety concerns, implement community readiness assessments and mobilization strategies. The COC will support on ongoing efforts to raise awareness of Halifax's Public Safety Strategy and make recommendations to policy and practice that support the strategy's implementation. The COC will support efforts to enhance resources available to support communities impacted by violence; increase community resilience through the development and implementation of appropriate trainings and workshops; and increase the knowledge base of the specific risk and protective factors in communities related to violence. The COC will be part of a team working in close collaboration with community members to identify underlying issues contributing to community safety and working to build collective capacity to

address them.

## **DUTIES AND RESPONSIBILITIES:**

- Support the design, implementation and analysis of community readiness assessments, asset mapping, and safety audits;
- Maintain a current knowledge of ongoing community safety concerns and emerging issues;
- Facilitate community engagement, utilizing a range of facilitation tools;
- Collaborate with business units and key stakeholders to make recommendations for community safety improvements;
- Support special projects and respond to issues related to community safety;
- Develop and support partnerships with community leaders, public/private agencies/non-profit organizations and other levels of government;
- Conduct and support qualitative and quantitative research into community safety issues and topics, with special focus on diverse/marginalized communities in HRM;
- Produce a range of deliverables including reports, presentations and briefing notes, set priorities, create a productive work environment, demonstrate and focus on results, produce tangible and effective work outcomes;

## **QUALIFICATIONS**

### **Education & Experience:**

- Post secondary education in Social Sciences, Community Development, Gender or Equity studies or other relevant discipline or equivalent experience
- Minimum three (3) years' experience working and/or volunteering in the field of community organizing, mobilization, equity, inclusion and/or diversity.
- Solid knowledge and understanding of the underlying factors that contribute to crime and victimization among marginalized groups.
- Strong organizational, written and verbal communications skills.
- Evidence of research and problem-solving ability.

- Knowledge of culturally appropriate ways of developing constructive working relationships with people from diverse cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and/or other aspects of human diversity.
- Ability to work within a fast-paced environment with all levels of management and staff performing multi tasks.
- Demonstrated ability to work independently and with a team to deliver results.

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening check. This position will have access to and/or knowledge of confidential information, therefore, the incumbent will be required to sign a Confidentiality Agreement.

**Please note** - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

**Competencies:** Communication, Innovation, Networking and Relationship Building, Organizational Awareness, Teamwork and Cooperation, Valuing Diversity.

**WORK STATUS:** Temporary until December 2021.

**HOURS OF WORK:** Normal working schedule is based on a 35 hours/week, Monday to Friday. Evening and/or weekend work at least three meetings per month.

**SALARY:** Non-union level P1 (\$59,170 to \$82,630 per annum). Salary will commensurate with education and experience.

**WORK LOCATION:** 3rd Floor, Duke Tower, 5251 Duke Street, Halifax.

**CLOSING DATE:** Applications will be accepted until midnight **November 29, 2020**.

Applicants are responsible to include all information that they wish to have taken into consideration in the review of their application, and applicants are required to provide full details of experience or training referenced in the posting. Applicants may be screened out of this competition at preliminary stages of review based on the insufficiency of the information provided, and the award of this position may be made solely on the basis of the information provided in the electronic submission without any requirement that the Employer contact the candidate for further elaboration on information referenced in the application.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions if other qualified candidates are not available, and the retiree possesses specialized knowledge and/or a unique skill set not otherwise available. In these circumstances, a form of employment may be offered, including term and/or contract employment.

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