



# Town of Lamont, AB

**Position:** Community Development Coordinator

Reporting to Deputy Chief Administrative Officer, the Community Development Coordinator's Primary areas of focus will include capacity building, enabling volunteerism, program development and coordination of events. This position will prepare and execute grant proposals that contribute to existing programs that address emerging needs and trends within the community.

Key areas of responsibilities include:

- ✓ Development and implementation of community programs and promotional material.
- ✓ Event sponsorship, marketing and coordination.
- ✓ Coordinate facility bookings ensuring appropriate resources are in place.
- ✓ Promote community engagement and participation through community and social groups.
- ✓ Promote community development and economic growth by engaging the business community.
- ✓ Marketing
- ✓ Assist with the Town of Lamont Safety programs.
- ✓ Assist with resident requests and complaints as part of the Administration Team.

The successful candidate will possess the following:

- ✓ Work effectively with variable workloads.
- ✓ Experience in program development, research and report writing.
- ✓ Ensure effective monitoring and reporting of funds from all sources within assigned budgets.
- ✓ Strong verbal and written communication skills.
- ✓ Able to facilitate and participate in interagency meetings.
- ✓ Collaborate with key stakeholders to develop and deliver strategies that enhance current programs, build capacity, meet emergent needs and achieve department objectives
- ✓ Commitment to excellent customer service and dedication to the position and community.
- ✓ Utilize traditional and social media to promote programs and services.
- ✓ Valid class 5 driver's license.

***For further information please visit our website, or contact:***

*Dawn Nielsen, Deputy CAO 780-895-2010 ext 103*

*email: [Dawn.n@lamont.ca](mailto:Dawn.n@lamont.ca)*

Closing Date: November 29, 2024

Interested applicants please submit your resume and cover letter in confidence as follows:

**Mail:** Town of Lamont, Attn: Deputy CAO, PO Box 330, Lamont, AB, T0B 2R0

**Fax:** 780-895-2595

**Email:** [Dawn.n@lamont.ca](mailto:Dawn.n@lamont.ca)

*Town of Lamont thanks all applicants in advance for their interests; however, only those candidates selected for an interview will be contacted.*