



Job title	Community Knowledge Project Coordinator
Reports to	Director, Strategic Initiatives
Compensation	\$17 - \$20/hour
Hours of work	1 day/week
Contract Scope	3 month contract beginning in April 2019

About the Community Foundation

The Community Foundation brings community builders together to create meaningful and lasting change in the City and County of Peterborough. We work with donors and charitable organizations to invest in the people, ideas and activities that support community vitality. Building sustainable community assets through philanthropy, we take a long-term view of our community, and have the staying power needed to address complex issues.

Job purpose

The Community Knowledge Project Coordinator is a short-term part-time contract position that will lead the implementation of the Community Indicator Suite (CIS) project. The CIS project is a pilot project conducted in partnership with the International Institute of Sustainable Development to develop an online platform for Greater Peterborough's Vital Signs. This role will be responsible for managing all aspects of the CIS project, in collaboration with the Director, Strategic Initiatives.

Duties and responsibilities

Database maintenance (50%)

- Populate the CIS database with 20 - 30 Vital Signs indicators
- Upload complementary database content, including indicator descriptions and appropriate cross-referencing links
- Liaise with partners at IISD to troubleshoot database issues
- Ensure the database content aligns with the Vital Signs and Community Foundation brand guidelines

Partnership development (35%)

- Develop and manage partnerships with local data providers, municipalities, public health authority and relevant non-profit organizations to build support for the CIS and identify local data sources
- Facilitate community engagement through the Community Knowledge Network, an advisory group for Vital Signs

Support communications strategy for the CIS (15%)

- Develop indicator descriptions that translate complex data trends into accessible community knowledge
- Prepare communication materials to share with community partners, including briefs and presentations
- Assist with the development of the outreach and engagement strategy for the CIS launch

Qualifications

The successful candidate will be able to demonstrate experience, education or transferable skills in the following areas:

Technical skills:

- Ability to work as an administrator on a Wordpress website
- Understanding of community wellbeing indicators
- Understanding of geographic boundaries for data collection
- Ability to access, download and clean data from the Statistics Canada website
- Basic competency using Microsoft Excel
- Some basic data analysis skills, to interpret trends and assess validity and relevance
- Ability to work with experts in data analysis

Project management skills:

- Ability to successfully manage complex projects to completion within a defined timeline
- Strong organizational, scheduling and time management skills
- Well developed problem-solving and critical thinking skills
- Ability to obtain, assess and improve project quality
- Ability to understand and work within project and organizational parameters

Communication and facilitation skills:

- Ability to manage the complex dynamics of working with large groups of diverse stakeholders
- Ability to articulate complex information in an accessible manner
- Ability to communicate effectively with supervisor and peers

Personality traits:

- Enjoys self-directed work and is motivated by excellence
- Energized by complex challenges and problem solving
- Takes ownership and responsibility for areas of accountability
- Demonstrates a growth mindset, with a willingness to learn from feedback
- Demonstrates tact, discretion and political sensitivity

Working conditions

- Extended periods of sitting while working on a computer
- Occasionally requires modified hours of work to attend meetings
- Occasionally requires travel within the Peterborough area to attend meetings

To apply

Send your resume and cover letter to info@cfgp.ca quoting the job title in the subject line. Applications will be accepted on a rolling basis until this position is filled.

Inquiries can be directed to:

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