



# JOB OPPORTUNITY

## **Community Services Coordinator**

### **Full-Time Exempt Position**

Located in the beautiful upper Fraser Valley, the Resort Municipality of Harrison Hot Springs is a friendly community with beautiful beaches, a vibrant cultural scene, and a balanced urban-rural lifestyle. Nestled against the picturesque Coast Mountains and beautiful Harrison Lake, Harrison is only 90 minutes away from Vancouver, an hour from the Abbotsford Airport and within an easy drive of local ski areas. Harrison is a small community with a population varying from approximately 1500 year-round residents to summer populations numbering in the thousands.

The Community Services Coordinator, reporting to the Chief Administrative Officer, is responsible for a broad range of community services activities, including communications, community consultation, solid waste management & recycling, Resort Municipality Initiatives and reporting, sustainability planning, transit, and committee support services.

The key responsibilities of this position include:

- Represent the Village on various internal and external committees and establish effective working relationships with diverse interest groups
- Oversee communications activities - prepare public communications including website and social media updates
- Manage partnership agreements and assist in capacity building with community groups
- Coordinates and reports on a variety of tourism related initiatives in the provincial Resort Municipality Initiative program (RMI)
- Project-manage RMI construction projects and events
- Prepare and present reports to Council and Committees
- Source, apply for, and administrate municipal grants
- Undertake community engagement and develop strategies to meet community needs
- Involvement in some corporate services work including planning reviews

The ideal candidate will be a results-oriented team player with the following knowledge and skillsets:

- Post secondary education in local government, communications, business, or other related field
- Familiarity with the development and administration of local government processes, bylaws and policies
- Possesses an interest in contract development and administration
- Excellent digital, written and verbal communications skills

- Sound project management abilities including effectively managing multiple projects and programs
- Strong organizational skills with the ability to manage multiple priorities simultaneously
- Ability to research, analyze and report on information, findings and conclusions
- Strong problem-solving skills to manage and resolve complex situations
- Ability to work outside the standard hours of work to attend Council and Committee meetings
- Ability to pass and maintain a clear Police Information Check
- Experience or an interest in municipal corporate services processes would be an asset

The Village is prepared to offer a salary range of \$80,000 - \$85,000 per year and an excellent benefit package upon completion of probationary period. Qualified candidates are invited to submit an application in confidence by **Friday, May 26, 2023 4:00pm Pacific Standard Time** to:

Village of Harrison Hot Springs  
PO Box 160, 495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0

Or via e-mail at: [sschultz@harrisonhotsprings.ca](mailto:sschultz@harrisonhotsprings.ca)

