

# *Job Posting*

**Community Development Coordinator  
Chemung Office (Ennismore)  
Permanent position - 30 hours per week  
(Job Classification C)**

**Position Summary:**

Under the supervision of the Director, Support Services the Community Development Coordinator provides case management and coordination of all community support services and programs. Fundraising, partnership development and public relations are also the responsibility of the CDC. All Community Care programs are dedicated to supporting seniors and adults with physical challenges thereby empowering them to remain in their home.

**Qualifications / Skills:**

- Post secondary diploma in a relevant health / human services field or equivalent
- Minimum 3-5 years related work experience
- Experience in volunteer management
- Knowledge and understanding of issues and dynamics within the geriatric population and adults with physical disabilities is an asset.
- Experience in public speaking, and media relations
- Strong organizational and interpersonal skills
- Creating and managing complex schedules of support
- Strong working knowledge of financial systems and processes
- Strong written and oral communication skills
- Good analytical, and problem solving skills
- Demonstrated competency in various computer applications
- Familiarity with CIMS database is an asset
- Proven ability to maintain productive working relationships internally and externally with a wide range of stakeholders.
- Valid driver's license and access to a vehicle

**Please submit a detailed resume with cover letter by  
March 18th, 2019 by 4:00pm to:  
Community Care Peterborough  
185 Hunter Street E., Peterborough  
[HR@commcareptbo.org](mailto:HR@commcareptbo.org)**

**Please note: "Community Development Coordinator" in subject line of email**