

DOWNTOWN REVITALIZATION PROGRAM

EMPLOYMENT OPPORTUNITY

Coordinator – Downtown Revitalization

The community of Elliot Lake is undertaking a 3 year comprehensive downtown revitalization project. Reporting to a management committee, the coordinator to lead the process of analyzing Elliot Lake's downtown economy and physical assets, manage the work of consultants and develop an action plan to implement in the second and third years.

The successful candidate will possess:

- Post secondary degree in community economic development, business administration or a related field
- Leadership abilities to seek consensus and define common objectives
- Excellent communication and interpersonal skills
- A basic understanding of the local economy
- Be familiar with municipal affairs and urban planning matters
- Have an interest in urban revitalization
- Have knowledge of economic development theories and practices
- Must respect and exercise confidentiality at all times
- Must be a team player, with the ability to work independently under minimal supervision

Salary: \$ 50,000 / year (includes a contract completion bonus)

If you have the ability to be a team player and to establish effective working relationships with business owners and the general public, please submit your detailed resume outlining your qualifications and experience to:

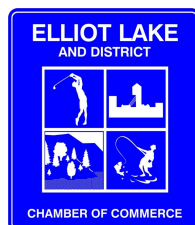
Att. Hiring Committee
Elliot Lake and District Chamber of Commerce
PO Box 81 Elliot Lake, ON P5A 2J6
Fax: (705) 848-7121

E-mail: elchamber@onlink.net

A job description is available at jobs.elliottlake.ca

DEADLINE FOR SUBMISSIONS IS 12:00 PM (EST) MONDAY, MARCH 15, 2010

All applicants are thanked but only those selected for an interview will receive further notice.



Downtown Revitalization Coordinator: Job Description

Overview:

The coordinator facilitates the development of the overall project, implements and monitors the downtown revitalization actions and activities. The coordinator is an enabler rather than the doer. He or she enables the community to assess the current situation, create the plan and implement the actions identified by the management committee. The coordinator works hand in hand with the community, but never loses sight that this is the community's revitalization project.

The comprehensive model for downtown revitalization is based on the view that there are three main purposes for a coordinator:

- 1) Process facilitations;
- 2) Communications and promotion; and,
- 3) Mobilizing local resources.

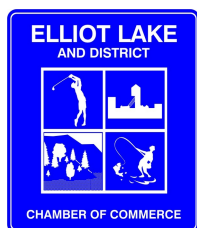
The real benefit of a dedicated full-time coordinator is in mobilizing the community—not merely in allowing community members to have a say in what ought to be done, but in organizing activities for which local people's talent, skills and ambitions are harnessed and put to use.

Purpose:

To work under the direction of the management committee to develop and implement a downtown revitalization action plan based on the 4 pillars of 'downtown revitalization' including: design, organization, economic development and promotion.

Specific Tasks, Duties, and Responsibilities:

- Work with a project "Management Team" of 6–8 business and community leaders, and partners, to develop a revitalization action plan
- Organize regularly scheduled meetings of the management committee
- Prepare the Minutes from the management Team Meetings.
- Assist in setting the overall scope, objectives, design, and operational policies for the project.
- Assist in developing relationships and securing endorsements and support from local businesses, organizations, individuals, and stakeholders, for the downtown revitalization initiative.
- Respond to and address any inquiries or concerns of local businesses, residents, and all project stakeholders and partners, regarding the downtown revitalization project.



Specific Tasks, Duties, and Responsibilities – continued :

- Undertake identified background and research work as directed by MNDMF staff to assist the Management Team and the broader community in developing the downtown revitalization action plan
- Review and analyze background information and research findings associated with the downtown revitalization initiative.
- Work with, and assist, any consultants or individuals with special skills that are retained by the management committee to help with the development of the downtown revitalization strategy.
- Plan and organize public meetings.
- Participate, as required, in public meetings.
- Facilitate strategic planning exercise(s) to help develop your downtown revitalization plans and set priorities for short-term and long-term action plans.
- Prepare the downtown revitalization action plan document.
- Direct, and work to implement the strategic plan initiatives.
- Research and prepare grant applications as appropriate, to assist with the implementation of the Downtown Revitalization Action Plans.
- Sign a confidentiality contract.
- Participate when required in OMAFRA/MNDMF organized training sessions and regional meetings.

Qualifications and Skills Required:

- Leadership abilities to seek consensus and define common objectives
- Excellent communication and interpersonal skills
- Must have a basic understanding of the local economy
- Be familiar with municipal affairs and urban planning matters
- Have an interest in urban revitalization
- Have knowledge of economic development theories and practices
- Must be professional at all times in their representation of the community
- Must respect and exercise confidentiality at all times
- Must be a team player, ability to work independently under minimal supervision
- Possess interpretive, analytical, problem-solving, and decision making skills
- Attention to detail and accuracy are imperative
- Excellent oral and written communication, negotiation and conflict resolution skills
- Possess time management, organization and prioritization skills to meet deadlines
- Must use judgment, tact, diplomacy and discretion when dealing with clients
- Possess strong computer skills
- Must have, and be able to use, a valid Province of Ontario Vehicle Drivers License
- Must have access to their own vehicle to be used on a daily basis in carrying out the responsibilities of the position



Hours of Work:

- This is a full time position that will require the individual to work from 8:30 am to 4:30 pm on a Monday to Friday basis with some evening and weekend hours dependant upon project meeting schedules, and planned project events and activities.

Training Required:

- Participate in Downtown Revitalization training as provided by OMAFRA/MNDMF
 - Participate in specific training as it pertains to some recommended studies (ie: Place of Origin Survey, Business Visitation Survey, Resident Survey, Market Analysis Training, etc.)
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