



## **Employment Opportunity**

### **Community Consultant**

#### **Prairie Central District for Sport, Culture & Recreation**

Office located at 220 Keats St. in Southey, Sk.

<http://prairiecentral.ca/>

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#### Introduction

The Prairie Central District for Sport, Culture and Recreation Inc. is one of seven sport, culture and recreation districts within Saskatchewan. We are centrally located in the province and service an area including Outlook, Davidson, Warman, Humboldt, Wadena, Wynyard and Fort Qu'Appelle. See details at: <http://prairiecentral.ca/about/>

The Community Consultant position is a commitment to work with communities in the District to build capacity through the facilitation of sport, culture and recreation programs and services. Working in a team of three Community Consultants, the focus of this position is the link with the sporting community.

This will include providing assistance and leadership to key stakeholders in developing and delivering community development initiatives that build capacity and relationships at the grassroots level. The position will also support organizational development opportunities.

#### Job Description

Reporting to the Executive Director, the Community Consultant is responsible for managing all aspects of service and support to community development initiatives. This includes administration, aligning resources and working effectively with delivery partners.

#### Duties and responsibilities of the Consultant

- To actively represent the interests of sport, culture and recreation in the District with community members and organizations
- To develop work plans that are linked to the strategic and operational plans of the District
- To liaise with community leaders and encourage participation in sport, culture and recreation opportunities
- To promote the programs and services of the District
- To work within the policies of the District
- To support the Executive Director with records and financial management, gathering and sharing information, planning and project management

#### Education, Training and Experience Requirements

- Post-secondary diploma or degree in sport, culture or recreation administration or a strong combination of related training and experience
- Experience with computer software and data collection

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Other skills and abilities

- Knowledge and experience of community capacity building
- Knowledge and experience of grant programs and related processes
- Ability to build rapport with a wide variety of partners and interests
- Self motivation with excellent organizational skills
- Competent analytical, written and oral communication skills
- Enthusiasm and experience working with volunteers and communities
- Solid knowledge of sports, culture and recreation delivery systems in Saskatchewan
- Ability to work independently and as a team member

Employment conditions

- Full time (37.5 hours/week)
- Salary and benefits commensurate with education and experience
- Office located at 220 Keats Street, Southey – location may be negotiable

Applications

Qualified applicants should send a resume and cover letter noting salary expectations to:

Stephanie Cuddington, Executive Director  
[stephanie.pcdscr@sasktel.net](mailto:stephanie.pcdscr@sasktel.net)  
Box 818 Wynyard, Sask. SOA 4T0

Interviews will be held when a suitable pool of candidates have applied. Only those selected for an interview will be contacted.

Thank you for your interest in the Prairie Central District for Sport,  
Culture and Recreation Inc.

9/10/2018

