



CITY OF TERRACE

SOCIAL DEVELOPMENT COORDINATOR

The City of Terrace has an exciting opportunity for a qualified candidate to fill the position of Social Development Coordinator. The Social Development Coordinator will support the implementation of Terrace's Social Development Framework with a focus on policy and planning.

The successful candidate will be responsible for:

1. Implement the Social Development Framework with the Social Development Program through internal cross-sectoral department coordination.
2. Implement direction and policy approaches that are focused on Council priorities.
3. Embed a social lens in planning and policy initiatives internally.
4. Develop a formal advisory committee of well-informed citizens with an inclusive and diverse representation, to provide periodic (i.e. quarterly, bi-annually) input on social well-being and/or provide strategic community input to the Social Development function
5. Continue to build and maintain relationships with community members, organizations and other stakeholders and facilitate community partnerships, including First Nations partners through an equity lens while using risk mitigating techniques.
6. Focus on solutions and incorporate measures of impact.
7. Work collaboratively with other departments to support interdepartmental collaboration.
8. Working collaboratively with other departments to support in the development of programs and initiatives that address community needs and reflect Council priorities.
9. Prepare project reports, documentation and presentations.
10. Participate in relevant networks, committees, and working groups, as assigned, to advance social development goals.
11. Establish a communication strategy for social development work – both internally and externally.
12. Summarize public consultation results for senior staff and the public; develop knowledge mobilization materials and public awareness campaigns.
13. Manages City initiatives, including training and outreach, that leverage partnerships with key stakeholders.
14. Prepare and deliver reports, including conducting technical research, collection and analysis of data, and presentations to City Council and if requested to government agencies or community groups (Northern Health, Federal or Provincial Ministries, etc.).
15. Identify and secure funding and resources needed for implementing Terrace's Social Development Framework.
16. Assist in managing program budgets and expenditures, ensuring efficient use of resources.
17. Other duties, as required.

The successful candidate will have:

1. Master's degree in social policy, social work, community development, human geography, public health, urban planning, or related discipline with experience at a professional level (minimum of 3 years' experience), or a bachelor's degree in in the same areas as above with extensive and progressive experience at a professional level (minimum of 10 years' experience).
2. Experience in social planning, research and evaluation and policy development.
3. Experience in project management, public consultation, and facilitation.
4. Demonstrated ability to manage budgets and allocate resources effectively.
5. Knowledge of local social services networks and resources.
6. Knowledge of social determinants of health, social development theories and practices.

7. Experience developing partnerships with non-profits, government agencies, and community groups.
8. Experience working with people with barriers, including addiction or mental health related barriers, combined with a broad perspective lens on equity, is an asset
9. Experience in planning and facilitating workshops, focus groups, or community events.
10. Experience in multicultural settings.
11. Able to work independently, while seeking input and feedback, and successfully participate in team efforts.
12. Experience in grant writing and program evaluation skills.
13. Sensitivity to cultural, socioeconomic, and linguistic differences.
14. Strong commitment to social justice and community empowerment.
15. Ability to work flexible hours, including evenings and weekends, if required.

The following are areas identified as priority in this position. The Social Development Coordinator will be responsible for reporting on these (and other) key performance indicators biannually.

1. Housing and Homelessness
2. Mental Health and Substance Use
3. Community Safety
4. Poverty Reduction
5. Social Inclusion, Equity and Access
6. Children and Youth
7. Reconciliation

Relevant Documents:

- [Social Development Framework](#)
- [Social-Needs-Assessment](#)

Position Status:

Exempt – Term Position Four (4) Years

Hours of Work:

35 hours per week

Rate of Pay:

Salary based on qualifications and experience will range from \$80,000 - \$92,822 per year.

Closing Date:

April 11, 2025

To Apply:

Submit your cover letter and resume to Terri Williamson, Human Resources Manager at hr@terrace.ca referencing posting #28-2025

We want to thank all applicants, however only those chosen for an interview will be contacted.