



Chemical Institute of Canada | *For Our Future*  
Institut de chimie du Canada | *Pour notre avenir*

## Community Development Coordinator Position Posting

The Chemical Institute of Canada (CIC) is seeking a dynamic self-motivated individual to fill the role of **Community Development Coordinator (CDC)**. The CDC will function as an integral member of the membership team working on **membership, growth and engagement**. Using community development approaches and applying participatory methods, the CDC will collaboratively develop and lead the implementation of multi-dimensional outreach plans. Multi-dimensional outreach plans will provide the framework for the planning, implementation and evaluation of a range of programs which are intended to build a cohesive community locally and nationally providing sustainable value to membership.

### KEY RESPONSIBILITIES

#### Community Outreach and Membership Development

- Develops and implements strategies to create a community culture that supports engagement and advances membership recruitment and retention programs.
- Collaboratively creates resources to help meet objectives, outcomes and timelines.
- Continually assesses, develops and identifies areas for enhancements in organizational program promotion.

#### Research and Evaluation

- Coordinates and leads environmental scans, drawing on community-based participatory strategies.
- Researches, analyzes, and acts upon data to drive decision making for targeted recruitment campaigns.
- Coordinates recruitment within and student groups and local sections and actively integrates data collection at baseline, mid-point, end of project points.
- Builds and implements program evaluation strategies which document impacts, outcomes, processes and recommendations.

#### Career Development

- Coordinates career service programming and initiatives that improve skills and knowledge training of young professional members.
- Coordinates the delivery of learning strategies and programs.
- Explores e-learning courses, workshops and other training and develops business cases and recommendations for review and decision.

## **Communications and Marketing**

- Contributes to the creation and coordination of marketing campaigns that build brand awareness and integrate print, web and social media.
- Writes promotional texts for newsletters, websites, social media posts, brochures and presentations.
- Ensures that consistent branding is implemented throughout a multitude of varied communications and marketing material and across the organization, e.g., with student group and local sections.

### **REQUIRED SKILLS:**

- Strong research, writing, and critical and analytical thinking skills.
- Demonstrated decision-making capability and capacity with assigned delegation of authority.
- Capacity to work on a number of projects simultaneously, with delivery of high-quality outcomes.
- Capacity to initiate and manage projects with minimal supervision.
- Strong customer service experience and interpersonal skills and a proven ability to work within a team environment.
- Experience with design software (e.g., Adobe InDesign, Photoshop) and online content management systems (e.g. WordPress) would be an asset.
- Relevant work experience in a membership learned associations and membership communications and development would be an asset.
- Bilingualism (French/English) would be an asset.

### **Working Relationship:**

- Reports to Director, Membership.
- Collaboration with staff and contractors.
- Members of the work team either in the National Office located in Ottawa or home offices located elsewhere within Canada.
- Collaboration with students, young professional groups, local sections, member resource groups to develop programming for conferences and other events.

### **Education:**

- Graduate level (Masters or Ph.D.) degree, preferably in environmental, physical/natural resource or social science, or a related field with sound theoretical and practical knowledge of community development and membership-based communication and membership development.
- An interest in chemical sciences and engineering through studies or experience would be an asset.

### **Position Type**

Full-Time / Regular

### **Career Level**

Experienced; early to mid career. Entry level will be determined based on experience and skill.

All applications will be held in confidence. Qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. The CIC is strongly committed to employment equity and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

To apply for this position, email your resume and cover letter to [apply@cheminst.ca](mailto:apply@cheminst.ca).

**The Chemical Institute of Canada (CIC)** is a national not-for-profit organization committed to advancing the chemical sciences and engineering profession through its three constituent societies: Canadian Society for Chemistry, Canadian Society for Chemical Engineering, and Canadian Society for Chemical Technology. The CIC is the recognized leader among those in the chemical sciences and chemical engineering profession.