



Job Posting

Manager of Community Development, Wellness, and Civic Engagement

The Town of Moosonee is looking for a Manager of CDWCE. Moosonee, “the Gateway to the Arctic”. is located on the Moose River in Northern Ontario. The municipality serves as the Transportation and Service hub for the James Bay Communities and has a population of approx. 2500.

Reporting to the Chief Administrative Officer (CAO), the Manager of CDWCE is a member of the Senior Management Team and would be responsible for enhancing the lives for the residents of Moosonee through identifying needs and wants within the community and addressing them using a preventative and connective approach with a focus on well-being. They would be engaging community and government partners to secure funding and implement programming, develop spaces, and engage the community in various ways. They would work collaboratively within and outside the organization to promote community well-being, events and activities, recreational programming, and social and economic development.

Desired Qualifications, Experience, and Skills:

- A university degree or college diploma in business, social sciences, or other related field. An equivalent combination of education and experience may be considered.
- Experience in developing, implementing, and managing programming is strongly preferred
- Experience planning and managing events is strongly preferred
- Experience with grant funding opportunities and budget management is strongly preferred
- Strong communicator over various mediums including social media, reporting, applications, proposals, and interpersonal skills is required
- Must be a self-starter who is passionate about their community (Moosonee)
- Experience in well-being, mental health, economic development, or recreation is preferred.
- Has a network of community partners within Moosonee is preferred.
- Proficient in computer applications such as MS Word, Teams, and social media.
- Ability to follow policies, meet deadlines, function well under pressure, and respond to frequently changing demands and lead a team.
- Attendance at evening Council meetings is required when necessary
- Candidates must have a valid Ontario driver’s license.

This search will remain open until a suitable candidate has been identified

The Town of Moosonee offers a competitive compensation package (\$100k+) and excellent benefits, including the OMERS Pension Plan and travel benefit. Interested candidates are invited to submit a cover letter and resume via email to:

Victoria Hutchison, CAO, Town of Moosonee Email: cao@moosonee.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.