



The Rideau-Rockcliffe Community Resource Centre is seeking to hire a  
Community Development Worker

**TITLE:** **Community Development Worker**  
**EMPLOYMENT STATUS:** 35 hours weekly – contract position, 1 year with the possibility  
of extension  
**STARTING DATE:** Immediately  
**LOCATION:** Rideau-Rockcliffe Community Resource Centre  
**SUPERVISOR:** Program Pillar Lead, Community Support and Development

## **I. ABOUT US**

Founded in 1982, community is at the heart of the Rideau-Rockcliffe Community Resource Centre (RRCRC). Located in Ottawa’s Ward13, we build and promote a healthy and resilient community through the delivery of quality, diverse and innovative services in a safe and inclusive space. We provide a range of social supports interventions that enable the empowerment of residents, community resilience, and the inclusion of all. This includes food bank services, crisis intervention, community development services, children and youth programming, the operation of several social enterprises, as well as a community innovation program.

Our diverse team of employees, supported by a strong core of volunteers and our Board of Directors develops, implements, and executes our wide range of programs and services within our ward and beyond. Recognized for its innovative and dynamic leadership, the RRCRC helps its community thrive towards a promising future, transforming our community in the years to come.

## **II. THE ROLE**

Community Development has immense potential to improve the lives of those living in our ward (especially the most marginalized and vulnerable) by building on community strengths/assets, increasing community capacity to address challenges, and advocating for system level change. Through community action program and through its community support services and programs, the community development team supports communities in assuming responsibility for local issues and finding solutions to work towards creating a healthy, safe, and inclusive community.

The Community Development Worker will assist the Community Development Coordinator in identifying community and individual needs, in developing and implementing appropriate strategies, initiatives, and programs both in the community and at the Rideau-Rockcliffe Community Resource Centre. The worker will also lead the planning, coordination, development, and implementation of the Adult Programming by organizing activities, events, and workshops.



### **III. FUNCTIONS AND DUTIES**

Under the supervision of the Program Pillar Lead and in working closely with the Community Development Coordinator, the Community Development Worker will assist in the work of community development and lead the adult programming.

#### **Community Development Program**

- Assist in identifying programs and resources needed to support the health and wellbeing of the communities and individuals we serve.
- Assist in the implementation, and coordination of the community development activities and events for residents of all ages in response to identified requirements in the designated area.
- Develop and maintain a good working relationship between community groups, other partner agencies and organizations, and the Centre.
- Replace in the absence of the Community Development Coordinator to represent the Centre at the Coalition CD network.
- Assist in working in close collaboration with the Centre's community innovation program "innovator13" on projects such as Community Microgrants, etc.

#### **Adult Programming**

- Develop, plan, coordinate, and facilitate adult & senior programs by identifying community needs.
- Facilitate specialized programs, events, activities and workshops for adults and seniors to promote their well-being and social engagement.
- Assist in collaborating with community partners to implement adult programs and services.
- Lead classes or work with external (volunteer) instructors.
- Manage program registration, communications with community members.
- Develop and manage program budgets, ensuring efficient allocation of resources and adherence to financial guidelines and complete financial reporting.
- Assess and evaluate the effectiveness of ongoing projects and programs.
- Participate actively in committees regarding services available, gaps in services and issues affecting adults and seniors

#### **Resource**

- Provide technical assistance, pertinent, practical information, and resources to residents, community groups and agencies.
- Assess client needs and refer clients to appropriate resources when needed (internal and/or external)
- Provide coverage for team members as required.
- Participate as a team member at internal and external meetings.



## **Other Functions**

- Provide excellent customer service to all members of our community, inclusive of all races, genders, sexual orientations, religions, abilities, ages, national or ethnic origins, languages, citizenship status, socioeconomic status, and political affiliations.
- Coordinate volunteers involved in community development program activities and in centre programs (e.g., orientation, support and training).
- Implement required systems and procedures to ensure accountability to the centre, funders and the community.
- Assist with daily administrative tasks such as creation of posters, email communication with partners, and data reporting.
- Develop marketing strategies and materials to promote adult programs, utilizing various channels such as social media, newsletters, and community notice boards.
- Prepare monthly and annual reports outlining program activities and statistics.
- Collect and analyze data to evaluate the effectiveness of adult programs and preparing reports for management and funding agencies.
- Develop promotional materials for community and programs related activities.
- Perform other program-related functions as required.

## **IV. QUALIFICATIONS**

### **Academic and Professional Requirements:**

- Post-secondary education in community development, social services or related discipline.
- Minimum one year experience in social services or related field.
- Experience in working with communities having diverse cultural and socio-economic origins, and sensitivity to the needs of these communities.
- Understanding of issues of poverty, diversity, and marginalization
- Experience with collaborative projects, especially with leading or facilitating community projects would be an asset.
- Experience or training dealing with community members in crises.
- Practical knowledge in the fields of program development and evaluation.
- Knowledge of community resources and social services in Ottawa

### **Competencies & Skills:**

- Ability to communicate verbally and in writing in both official languages, other languages an asset.
- A valid driver's license and access to a motor vehicle
- Good working knowledge of the Windows environment, Microsoft Word, Excel, PowerPoint, Canva, Outlook Express and Internet Explorer.
- Due to the nature of our work, full COVID-19 vaccination required.
- Strong group leadership skills.
- Strong relationship building and interpersonal skills.
- Excellent organizational and communication skills.
- Egalitarian outlook and non-judgmental attitude (e.g., gender, culture, race, sexual orientation, etc.)



- Strong ability to work independently.
- Ability to work effectively as part of a multidisciplinary team.
- Available to work according to a variable timetable and evenings on a regular basis including weekends.
- Ability and willingness to:
  - Be helpful, respectful, approachable and team-oriented (Collegiality)
  - Take ownership of work, do what is needed, follow through (Initiative)
  - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
  - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

## **V. WHAT WE OFFER**

- An opportunity to join a vibrant team and part of truly meaningful and rewarding work.
- 15 days of annual vacation (20 days after 1 year of employment) & personal / sick days.
- 100% RRCRC-paid group health benefits after 3 months.
- RRSP contribution opportunity
- Free parking, refreshments, and a hybrid work environment.

## **VI. HOW TO APPLY**

If you think you are a good fit for this position, we look forward to receiving your application. Please apply through this website or submit your cover letter and resume to our HR Department at [RH-HR@crcrr.org](mailto:RH-HR@crcrr.org).

While we know how much time and effort goes into a job application, we can only provide feedback to shortlisted candidates. We thank all the candidates for their interest. RRCRC is committed to building a workforce that reflects the diversity of our community. We encourage applications from Indigenous peoples, the racialized community, people with disabilities, people from the LGBTQ community and/or people with intersectional identities. Accommodations will be made available for applicants with a disability throughout the hiring process. Please contact us in advance on how we can meet your individual needs.