

Job Title: Social Planner I (Community Economic Development)

Requisition ID: 20280

Company

The City of Vancouver is striving to become the greenest city in the world by 2020 and we are proud to be one of BC's Top Employers, Canada's Best Diversity Employers, and one of Canada's Greenest Employers. With employees that have helped Vancouver consistently rank as one of the world's most livable cities, the City values a diverse workforce which represents the vibrant community we so proudly serve. Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Main Purpose and Function

The key role of this position is to support existing initiatives and partnerships within the implementation of the City of Vancouver's Healthy City Strategy, Downtown Eastside Plan, Downtown Eastside Community Economic Development Strategy, City of Reconciliation Framework, DTES Social Impact Assessment and develop and implement the poverty reduction plan. The position brings experience and understanding of complex socioeconomic trends in Vancouver's lower-income communities, including but not limited to communities in Vancouver's Downtown Eastside. The position involves facilitating programmatic partnerships and providing leadership on a range of projects and initiatives as well as support in implementing and evaluating these actions and recommending potential policy and future programming priorities, particularly relating to issues of poverty, income, peer/employment, wellbeing.

Key Contacts and Reporting Relationships

The position reports to the Managing Director, Social Policy and Projects through the Planner II Community Economic Development and Senior Planner of the Strategic Initiatives and Projects Team, and works collaboratively across City departments with other levels of government, research groups, funding bodies as well as community based organizations and residents, including those with lived experience of mental health, addictions, and poverty.

Specific Duties/Responsibilities

- Preparation of requests for proposals or requests for quotes or expressions of interest, preparation of calls for grant applications, memorandums and letters of understanding, terms of reference
- Prepare and finalize operational agreements with community partners in City properties, liaise between community agencies and other programmatic partners and various City departments regarding these and any other necessary development permits, building permits, occupancy permits, contracts and other key requirements
- Project Manage City initiatives that leverage partnerships with key stakeholders including non-profits, community agencies, Business Improvement Associations, local post-secondary institutions, social enterprise and other potential community stakeholder groups
- Align and support actions & manage contracts for collective initiatives funded by City and external partners
- Develop and foster partnerships to create employment, capacity building and income generating opportunities for residents with barriers and other vulnerable populations, including developing strategies and best practices to sustain and grow the peer employment sector
- Lead complex projects that involve multiple internal and external partners
- Provides advice to senior officials, and supports the development of recommendations, reports and presentations to City Council and Council Committees
- Prepare and deliver reports and presentations to City Council
- Prepare and deliver presentations, if requested, to other governmental, professional, or civic bodies (i.e. Metro Vancouver, Vancouver Coastal Health, Vancouver BIA Partnership, Board of Trade, Federal or Provincial Ministries, Residents Associations etc.)
- Provides support/advice to community plans, social infrastructure projects, grants and related initiatives.
- Manages a community grants fund, including preparation of calls for submissions, coordinating adjudication of applicants with other City Staff, awarding, disbursing funds, monitoring and reporting on outputs and outcomes

Minimum Position Requirements

Education and Experience:

- Post-secondary degree, preferably with a Master's Degree or its equivalent in community and regional planning, human geography, public health, community economic development, social work or a related discipline.
- Proven experience working in community capacity building and community development,
- Proven experience in the development of policy and practice with respect to vulnerable populations
- Experience in social planning, research and evaluation, public policy development
- Experience in project management, public consultation and facilitation
- Diverse experience that includes undertaking major research and writing of reports or strategies
- Experience working with people with barriers, including addiction or mental health related barriers, combined with a broad perspective lens on equity, is an asset

Knowledge, Skills and Abilities:

- Knowledge and understanding of the social determinants of health and the development and implementation of social policy
- Knowledge of community development and community economic development processes, practices, models and principles
- Knowledge of current trends and developments in the social enterprise sector locally and abroad
- Knowledge and familiarity with peer work and experience working with people with lived experience
- Ability to deal effectively, respectfully and inclusively with culturally diverse stakeholder groups
- Knowledge of the roles and responsibilities of orders of government as well as knowledge of relevant community based services, as well as service priorities and gaps
- Knowledge of public, institutional and philanthropic funding practices and trends
- Experience in developing collaborative partnerships and public engagement processes is critical
- Strong research and analytical skills in gathering information and resolving complex issues
- Excellent project management skills
- Ability to complete assignments in a high pressure, time-sensitive environment using sound professional techniques and independent judgment within the parameters of work assignments
- Ability to work independently and as an effective member of a team
- Ability to work collaboratively and interact respectfully and meaningfully with a variety of internal and external partners, including people with lived experience
- Ability to reconcile differing perspective, develop consensus, and secure cooperation and support both internally and with external stakeholders
- Ability to be adaptable and flexible in a changing environment and changing project focus
- Demonstrated ability to communicate effectively orally and in writing
- Ability to use computer programs
- Experience working across City departments and with other bureaucracies

Business Unit/Department: Arts, Culture and Community Services (1200)

Affiliation: CUPE 15 Non Pks

Employment Type: Temporary Full Time

Position Start Date: September, 2020

Position End Date: September, 2021

Salary Information: Pay Grade GR-029: \$43.95 to \$51.97 per hour

Application Close: August 7, 2020

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities and persons with disabilities.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. [Learn more about our commitment to diversity and inclusion.](#)