



JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	Community, Recreation Inclusion & Access Coordinator
DEPARTMENT	N/A
LOCATION	Dartmouth, NS – Office & Remote
REPORTS TO	EXECUTIVE DIRECTOR

GENERAL JOB DESCRIPTION

There are four main categories of duties within this position:

- 1) Sharing of knowledge with community partners**, through providing awareness of funding opportunities, supporting with grant applications, developing inclusion-focused training opportunities, developing educational opportunities, etc.
- 2) Support the development of frameworks, policies, and resources**, working alongside recreation organizations to better understand the tools and processes needed to support inclusion and access policy development along with identifying the needs of communities.
- 3) To increase knowledge and understanding of accessible facilities and programs in recreation**
- 4) To further Recreation Nova Scotia's work in supporting the recreation sector remove barriers to access for people from communities that have been marginalized**, seeking information, and creating educational opportunities.

DUTIES & RESPONSIBILITIES

Key Areas of Responsibility:

This team member will assess, plan, implement and evaluate knowledge translation strategies to make inclusion practices and strategies easily available and accessible to recreation decision-makers and practitioners.

The Community, Recreation Inclusion & Access Coordinator will build relationships and collaborative networks with relevant partner groups to enhance and support the implementation of use of research evidence and support partner organizations in their adoption and implementation of inclusion and accessibility practices.

The role will also be responsible for:

- Developing and updating knowledge translation tools, materials; staying up to date on knowledge translation (KT) and Implementation Science (IS) literature

- Providing KT and IS guidance and mentorship through consultation with CCTH networks, nd physical activity consultants, and independent stakeholders on grant applications or pilot projects.
- Works closely with provincial and regional services on provincial wide initiatives, inclusion policy development, education opportunities, and programs/services, as they arise.
- Travel within the province for workshops, meetings, and conferences
- Generating activity reports and contributing content to newsletters, websites, and to the RNS staff team as required.

EDUCATION & TRAINING

- Completion of a recognized diploma or degree in Recreation Management, Business or equivalent experience.
- Demonstrated education or equivalent experience in conducting quantitative and qualitative research to support resource or policy development, reporting, or action planning.

KNOWLEDGE & EXPERIENCE

- Demonstrated knowledge of the recreation sector and relevant organizations in Nova Scotia
- Demonstrated knowledge of and experience of working with people from communities that have been marginalized
- Proficiency in managing organizational effectiveness processes for volunteer boards
- Proficiency in Office 365 and database programs
- Basic knowledge of financial management tasks (recording expenses, requesting invoices)
- Experience with Project Coordination/Management skills

SKILLS & ABILITIES

- Excellent organizational skills, written and oral communication skills
- Strong group facilitation skills
- Self-directed in completing assigned tasks
- Able to work effectively in teams
- Able to lead and take directions as appropriate
- Demonstrated ability to follow through to completion of assigned tasks
- Approachable and relationship builder

WORKING CONDITIONS

WORK ENVIRONMENT

Quiet work environment; open space office area and in office / remote work option; may require lifting (max 10lbs.); occasional work from home; occasional weekend work (professional development, agency facilitated or supported conference or events). Evening and weekend work on occasions.

HOURS / SHIFTS

Full time (35 hours weekly); 9am - 4pm

OTHER

Term: To start April 1, 2024 and end March 31, 2025

To apply with a cover letter and resume, please e-mail mseguin@recreationns.ns.ca. Clearly state the job title in the subject line.

Applications will be accepted until Friday March 15, 2024 *at midnight*.