



CITY OF ROSSLAND

CONTRACT POSITION

The City of Rossland invites interested qualified persons in a contract position in a **Part-time** capacity to be the **Manager of the Rossland Sustainability Commission**.

The minimum hours of work commitment on a flexible basis is expected to be 20 hours per week.

The selected candidate shall supply own office space, office equipment, any support services and be available on a flexible basis when required by the Rossland Sustainable Commission to attend to the duties and functions of the Rossland Sustainable Commission.

Job essentials:

- Supports the strategic goals and activities of the Rossland Sustainability Commission (SC) and the Rossland Strategic Sustainability Plan (SSP).
- Liaise with the City Manager and the Commission on projects and activities arising from the Sustainable Plan.
- Plan and execute special projects and oversee external contracts
- Develop communications plans and other means to engage the Community on sustainable planning
- Manage funding and financial resources allocated to the Commission, apply for grants and maintain a financial reporting system
- Carry out various administrative activities such as taking minutes and writing reports.

Requirements:

- A minimum of a Bachelor's degree or higher from a recognized post-secondary institution in a field related to sustainable community development, or have an equivalent related experience.
- Strong core values related to community sustainability.
- Facilitate productive discussions within a group setting where the forces of economics, the environment, and the varying social wants and needs of a community can sometimes be at odds.
- Be entrepreneurial, innovative and have a strong track record of successfully initiating and completing tasks.

- A strong service orientation.
- Comfortably handle a variety of tasks and competing demands.
- Be confident and flexible in managing your own time and the expectations of others.
- Have excellent computer skills and be able to manage website management programs.
- Have an excellent writing and verbal communications skills and have experience in group facilitation.
- Experience in strategic and tactical planning would be beneficial.
- Have project and budget management experience.

Interested persons are requested to submit their complete proposals “in confidence” outlining the qualifications, experience and the suitability to this contract opportunity no later than Friday August 20th, 2010 to the following:

Selection Committee Sustainable Manager - Contract Position
City of Rossland
1899 Columbia Avenue
Box 1179
Rossland, BC
VOG 1Y0

Email: cityhall@rossland.ca