

**COMMUNITY ANIMATOR/STRATEGIST (9-month, part-time contract)**  
**FOR THE**  
**GREATER FORT ERIE COMMUNITY HUB TASK FORCE**

The Greater Fort Erie Community Hub Task Force is seeking a Community Animator/Strategist to take the development of a Community Hub/Gathering Place in Fort Erie through the second phase of a one-year Ontario Trillium Foundation grant. This senior level, contract, part-time position is an exciting opportunity for someone with a passion for community building to work with key stakeholders and citizens in a rapidly growing community. The successful contractor should have familiarity with the community and its networks.

**Background:**

Three organizations (Advancing Crystal Beach, the Beachcombers Seniors Association and the Fort Erie Native Friendship Centre) obtained the Trillium grant to explore the feasibility of developing a gathering place as a focal point for coordinated and shared service delivery. The Town of Fort Erie supports the project and is represented on the project Steering Committee. **Phase 1** of the project (to be completed shortly) is a comprehensive environmental and marketing scan to determine current and future needs and identify the priority location based on those needs. This information will be used to create a vision and mission for the community hub. **Phase 2** will build on Phase 1, the vision and the mission to develop objectives and a business plan in collaboration with stakeholders.

**The Community:**

The western part of Fort Erie is growing rapidly with the addition of family-oriented and seniors' housing. Despite the development, affordable housing, transportation and access to community health and social services by current and new residents continues to be a challenge.

There is no focal point around which the community's 10,000 long-time and newer residents can coalesce and find:

- a place that has the physical space to enhance the current limited and strained capacity of existing providers;
- access to health, social, recreational and education/training services offered by regional and local providers in a local setting; and
- a place to meet around issues of common concern, both formally and informally.

The area is diverse, from the 11.43% of households with incomes less than \$20,000 in after-tax income to more affluent households with greater ability to purchase services privately. Greater Fort Erie has a significant population aged 65+ (19.94% overall) with the area in question averaging from 18 to 19%, depending on the specific neighbourhood. Continuing new development is targeting both families and seniors.

**Job Responsibilities**

- The Community Animator/Strategist position is a 9-month part-time contract position to undertake Phase 2 of the Greater Fort Erie Community Hub development.
- Responsibilities will include:

- Develop partnerships and build relationships within the communities to be served by the hub. This will include working to develop strong community support demonstrated through shared values and buy-in to the vision.
- Develop/refine strategic objectives that set out what the hub will do in order to achieve its mission.
- Develop a business model for the hub, that will include a comprehensive range of income sources/revenue streams to cover the capital and operating costs of the hub.
- Identify the assets required to establish the hub. This will include determining ownership and property management options.
- Identify and undertake the ground work to establish an appropriate governance structure. This is necessary prior to formal transfer of building management, employing any staff, or securing funding.
- Develop a project implementation plan suitable for use in funding applications, for example:
  - Project management
  - Selection of professionals (architects, trades and contractors)
  - Ensuring zoning and permit compliance
  - Formalizing partnerships and tenancy commitments
  - Detailing initial capital financial commitments
  - Detailing potential funding sources and funding acquisition strategy
  - Finalizing the governance model
  - Obtaining approval of the preliminary business plan

#### **Working conditions**

- Independent contractor is expected to provide own equipment and work space. Supplementary office/meeting space will be arranged by the Steering Committee as required
- May require evenings and weekends
- Requires use of a vehicle

#### **Qualifications and experience**

- Preference given to successful experience in community development
- Preference given to university degree in social science, business or related field
- Skills and qualities:
  - Ability to relate to people from a wide range of backgrounds and to engage with target groups
  - In-depth understanding of related policies
  - Excellent written and oral communication skills including report writing
  - Demonstrated success in funding proposals and/or fund development
  - Understanding of the issues, concerns and interests of others
  - Commitment and enthusiasm
  - Good leadership, motivational and organisational skills
  - Capable of working both on own initiative and as part of a team
  - Sincerity, patience and tact and the ability to earn the trust of others
  - Excellent listening skills and confidence in talking to people both in groups and on a one-to-one basis.

- Proponents may be asked to provide examples of past work

**Compensation**

- Commensurate with qualifications and experience (in the \$40K range)

**Reports to**

- Steering Committee

**References**

- Please provide three (3) references

**Submit responses by February 8, 2019 at 5:00 pm to:**

**Don West, Chair, Steering Committee, Greater Fort Erie Community Hub Task Force at [fehsccommittee@gmail.com](mailto:fehsccommittee@gmail.com).**