



Part-Time Contract Position

Coordinator for the Socio-Community and Economic Effects Advisory Committee

Competition #6-2020

Sparwood is a friendly and welcoming community of about 4,000 people, nestled in the heart of the Elk Valley in the Southeast Kootenays. As an "Active Community" we have great indoor and outdoor recreation facilities, trails and a world class ski hill just 30 minutes away.

The District of Sparwood (DOS) has an excellent contract employment opportunity for an enthusiastic, highly motivated individual to assume the position as Coordinator for the Socio-Community and Economic Effects Advisory Committee (SCEEAC). The SCEEAC Terms of Reference and further information regarding the SCEEAC can be found at District of Sparwood website at <https://www.sparwood.ca/livable>.

The position would require up to 720 hours per year, at a rate of \$45 per hour plus 10% in lieu of all benefits. The incumbent would be required to attend meetings and undertake various duties of the role in person, however, some aspects of the position may be done remotely.

The Coordinator, under the general direction of the DOS, is responsible for the performance of duties for the SCEEAC that include:

- Developing proposals to the SCEEAC;
- Reviewing and providing input to Management Plans;
- Facilitating the development of plans, studies, and reports;
- Preparing reports with recommendations to SCEEAC and Council;
- Preparing meeting agendas;
- Making meeting arrangements;
- Issuing meeting notices;
- Managing correspondence;
- Gathering and analyzing information;
- Presenting information at meetings;
- Updating and maintaining the <https://www.sparwood.ca/livable> webpage;
- Other tasks as required.

The DOS and Teck Resources have allowed for dedicated resources which will function as champions of the Teck Socio-Community and Economic Effects Management Plan (SCEEMP) process and act in the roles of Adaptive Management Leads (AMLs). The DOS SCEEAC Coordinator will function as the AML for the DOS. When a recommendation is put forward, it is the responsibility of both the TECK, and DOS SCEEAC AMLs to determine a collaborative approach to addressing the recommendations. The AMLs will interact as needed with their decision makers within their respective organizations to assist in the analysis of recommendations made by the SCEEAC.

Following the Terms of Reference, the mandate of the SCEEAC is to support Teck in complying with Condition 21 of the Baldy Ridge Extension permit, and will:

- Perform an advisory role, focused on making recommendations to District of Sparwood (DOS) Council and Teck for consideration with respect to implementing Condition 21;
- Provide a broad community voice;
- Act as a conduit for Teck Elkview Operations (EVO) and DOS to reach citizens and for citizens to reach Teck EVO and District of Sparwood – and to build trust;
- Advise on engaging the broader community of Sparwood;
- Review results for other Management Plans required as per BRE EAC #M16-01 permit; and,
- Assist in identifying on-going socio-community impacts and possible solutions for adaptive management.

The ideal candidate will have:

- Post-secondary education in social sciences, environmental, sustainability, social policy, public relations, or other related field;
- Knowledge of public perception in relation to social and environmental issues;
- Experience monitoring and reporting on community initiatives and indicators;
- Significant experience with Parliamentary Procedures and Robert's Rules of Order;
- A well-defined sense of diplomacy, including negotiation, conflict resolution, and people management skills;
- Complete proficiency with MS Word, Excel, PowerPoint and other common applications;
- Superior written and verbal communication skills;
- Well-developed organizational and time management skills; and
- A positive, energetic approach to work.

Applicants are invited to submit their resume, complete with cover letter, in confidence by August 30, 2020 at 16:00 (MDT), quoting competition #6-2020, to the attention of:

Ms. Michele Schalekamp
Chief Administrative Officer
District of Sparwood
Telephone: (250) 425-6811
email: careers@sparwood.ca