

# Project Manager (Community Safety & Well-Being Planning)

**Date Posted:** November 29, 2024

**Closing of Posting:** January 3, 2025

**Work Location:** Canada (remote) – Atlantic Canada focus

## What is the Opportunity?

The Canadian Centre for Safer Communities is hiring a Project Manager to support the expansion of its community safety and well-being (CSWB) planning services in Atlantic Canada, with a focus on Nova Scotia. The successful candidate will work alongside communities to gather data and identify local needs, challenges, and recommendations to inform local CSWB plans.

## Commitment to Equity

CCFSC is committed to diversity, equity, and inclusion and strives to adopt an intersectional lens in our work. To reflect the rich diversity of the communities we work with, we welcome all applicants, including those who experience historical and/or current barriers to equity, such as:

- Indigenous Peoples (First Nations, Métis, and Inuit)
- Individuals that experience discrimination due to race, ancestry, ethnicity, religion and/or spiritual beliefs
- Persons with visible and/or invisible disabilities
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Newcomers

\*We encourage equity-deserving applicants to consider self-declaring during the application process.

## A Bit About Us

CCFSC brings together urban, rural, and Indigenous communities across Canada to build capacity, prevent and reduce violence and crime, and foster CSWB through training, research, knowledge exchange, and expertise. Our work is guided by a broad concept of community safety and well-being that includes thorough local assessments and planning processes, a variety of preventative measures, the mobilization of stakeholders, and public engagement. These efforts expand beyond criminal legal system responses and reduce reliance on enforcement.

For more information visit <https://ccfsc-cccs.ca/>

## A Bit About You

The Project Manager is someone with a passion for making communities a better place to live, work, and play. They are committed to learning how a community functions and how best to engage with community members to understand their safety and well-being needs. They are collaborative, creative, and eager to explore new ideas in building community safety and well-being plans.

## Responsibilities

- Developing and fostering relationships with city departments, social agencies, community groups, nonprofit organizations, people with lived/living experience, and law enforcement agencies.
- Organizing, facilitating, and note-taking during ongoing project-related meetings.
- Working collaboratively with CCFSC staff and community members to co-design and implement community safety and well-being plans.
- Conducting local research to inform CSWB plans, including surveys, community consultations, and reviewing existing data (e.g., Statistics Canada).
- Conducting geographic and/or asset mapping assessments to identify local strengths and gaps at the neighbourhood and municipal level.

- Provide ongoing support to local CSWB advisory/steering committees (e.g., project updates, engagement activities, etc.).
- Compiling and analyzing local data to identify local CSWB priorities and develop recommendations to address them.
- Co-writing CSWB plans.
- Help organize and engage in various CSWB-related knowledge mobilization activities, such as workshops, social media campaigns, promotion of national CSWB planning efforts, etc.

## Attributes

- Ability to develop and maintain relationships and partnerships with diverse individuals and communities.
- Ability to work effectively, both independently and as part of a team.
- Ability to prioritize tasks and work on tight deadlines.
- Ability to understand complex social challenges and adapt approaches to a local context.
- Ability to work flexible hours (occasional evening and/or weekend work may be required) to accommodate stakeholders and community members.
- Ability to travel for work (some project activities may take place in various communities across Canada).
- Strong understanding of intersectionality, cultural competence, and the impact of systemic bias and discrimination.
- Commitment to continuous learning in the field of equity, diversity, and inclusion.

## Qualifications

- Education and Experience
  - Bachelor's degree in a relevant field (e.g., sociology, criminology, community psychology, social work, etc.). Equivalent experience will also be considered.
  - At least two years of experience in community-based project management.
- Required Skills
  - Strong communication skills (verbal and written).
  - Strong presentation skills.
  - Strong facilitation skills in varied settings.
  - Experience engaging and collaborating with diverse stakeholders and community members.
  - Familiarity with quantitative and qualitative research.
  - Familiarity with strategic planning.
  - Familiarity with collaborative decision-making.
  - Familiarity with best practices in community engagement.
  - Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google applications (Docs, Sheets, Forms).
  - Proficiency in virtual meeting platforms (Zoom, Microsoft Teams).
- The following skills/experience(s) will be considered assets:
  - Located in Atlantic Canada (ideally in Nova Scotia).
  - Experience developing CSWB or similar community plans.
  - Experience planning, organizing, and facilitating virtual events.
  - Proficiency with social media platforms (Twitter, LinkedIn, etc.).
  - Familiarity with program evaluation.
  - Familiarity with Geographic Information System (GIS).
  - Familiarity with Crime Prevention Through Environmental Design (CPTED).
  - Project management certification (PMP).
  - Bilingual (English and French).
  - Other relevant trainings and/or certifications (Indigenous Canada, GBA+, etc.).

Applicant must be eligible to work in Canada (i.e., Canadian citizen, permanent resident, or work permit).

**Career Level:** Experienced

**Job Schedule:** Full Time (37.5 hours per week)

**Salary Range:** \$30.00 - \$38.00 hourly (depending on level of experience)

**Start:** Early 2025 (depending on finalizing expansion contracts)

**End:** March 31, 2027 (opportunity to extend)

To apply, please email your resume and cover letter to [team@ccfsc-cccs.ca](mailto:team@ccfsc-cccs.ca) by January 3, 2025.

We thank you for your interest in CCFSC and appreciate the effort required to apply for this position. Applicants will be contacted by January 6, 2025 if they are selected for an interview.