

Canadian Centre for  
**Safer Communities**



Centre canadien pour des  
**communautés plus sûres**

# JOIN OUR TEAM

**SENIOR CSWB  
FACILITATOR**

**APPLY NOW**

[team@ccfsc-cccs.ca](mailto:team@ccfsc-cccs.ca)



## Senior CSWB Facilitator

**Date Posted:** October 1st

**Closing of Posting:** October 13<sup>th</sup>, 2025

**Work Location:** Canada (remote)

### What is the Opportunity?

Reporting to the Director of Community Planning, the **Senior CSWB Facilitator** plays a key role in engaging and guiding multi-sector partners through collaborative strategy planning processes to advance community safety and well-being. This role involves designing and leading inclusive, participatory sessions that generate buy-in, foster meaningful dialogue, and build consensus among diverse stakeholders. The Senior CSWB Facilitator skillfully manages group dynamics and conflict when it arises, while helping local partners co-create a shared vision, set priorities, and align efforts toward collective impact in their community.

### 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 and evaluation, knowledge exchange, and expertise. Our work is guided by a broad concept of community safety and well-being and includes thorough and participatory local assessments and planning, recommending a variety of evidence-informed preventative measures, mobilizing stakeholders, supporting evaluation and monitoring, and public engagement. These efforts expand beyond criminal legal system responses and reduce reliance on enforcement. For more information visit <https://ccfsc-cccs.ca/>

### Key Qualifications

- **Facilitation Expertise**
  - Proven experience designing and leading participatory, multi-stakeholder processes, particularly in strategy planning or community engagement contexts.
  - Strong group facilitation skills with the ability to navigate complex discussions and manage power dynamics.
- **Engagement**



- Demonstrated ability to build trust and foster collaboration across diverse sectors, including government, non-profits, community organizations, and diverse residents.
- Experience engaging equity-deserving groups and applying inclusive, culturally responsive practices.
- **Conflict Management & Consensus Building**
  - Skilled in identifying and constructively addressing conflict and resistance within group settings.
  - Ability to guide groups toward alignment, consensus, and shared decision-making.
- **Knowledge of Community Safety & Well-Being**
  - Understanding of systems-level approaches to community safety, well-being, and social determinants of health.
  - Familiarity with collaborative models such as collective impact, systems change, or community-led planning.
- **Strategic Thinking & Communication**
  - Strong strategic thinking and planning skills with the ability to synthesize input and guide groups toward actionable outcomes.
  - Excellent verbal and written communication skills tailored to diverse audiences.
- **Project Management**
  - Experience managing complex, multi-partner initiatives or processes, including planning, timelines, and stakeholder coordination.
- **Education & Experience**
  - A relevant degree (e.g., in community development, social sciences, public policy, conflict resolution, or a related field).
  - 5+ years of facilitation and engagement experience, preferably in a non-profit, public sector, or community-based setting.

## Project Related Responsibilities

All tasks to be performed in partnership with the relevant colleagues and Directors.

### Facilitation of Project Meetings and Workshops

- Lead and facilitate project meetings, workshops, and brainstorming sessions to ensure clear communication, decision-making, and collaboration among project members.
- Create a structured environment for productive discussions, ensuring all stakeholders are heard and aligned on objectives.

### Stakeholder Engagement and Communication

- Facilitate communication between stakeholders, ensuring clarity on project goals, timelines, and expectations.
- Act as the primary point of contact to resolve conflicts, clarify concerns, and maintain smooth project progress.

### Conflict Resolution and Consensus Building

- Lead conflict resolution efforts within the project team and among stakeholders, using facilitation techniques to build consensus and drive solutions.

### Project Planning and Execution

- Develop comprehensive project plans, defining scope, objectives, timelines, and resource allocation.
- Oversee the execution of projects from initiation to completion, ensuring they stay on time and within budget.



#### Stakeholder Communication and Coordination

- Serve as a point of contact between the project team, stakeholders, and clients.
- Facilitate clear communication and manage expectations to ensure alignment on project goals and deliverables.

#### Team Leadership and Collaboration

- Lead and coordinate project teams, assigning tasks, setting goals, and ensuring team members meet deadlines.
- Promote collaboration and maintain a positive, productive team dynamic.

#### Risk Management and Problem Solving

- Identify potential risks and develop mitigation strategies to minimize project disruptions.
- Address project challenges and obstacles, providing solutions to keep the project on track.

#### Budget and Resource Management

- Monitor project budgets, ensuring efficient use of resources and controlling costs.
- Allocate resources effectively to ensure project needs are met without exceeding the budget.

#### Performance Tracking and Reporting

- Track project performance to assess progress against goals.
- Prepare and present regular project status reports to partners and leadership.

#### Quality Assurance and Compliance

- Ensure all project deliverables meet quality standards and adhere to regulatory and compliance requirements.
- Conduct regular quality checks and implement necessary adjustments to maintain project standards.

#### Change Management

- Manage scope changes and ensure that any adjustments are aligned with project goals and communicated to stakeholders.
- Implement change control processes to handle any variations in project scope or timelines.

#### Project Closure and Evaluation

- Oversee project closure, including final documentation, project debriefs, and performance evaluation.
- Gather feedback from stakeholders and team members to improve future project planning and execution.

## Oversight, Support & Supervision

#### Project Oversight, Supervision, Guidance, and Support

- Provide oversight and direction to CCFSC projects, ensuring they are executed effectively and in alignment with organizational goals and budgets.
- Provide leadership and direction to ensure project outcomes meet established goals and requirements.
- Provide direct and continuous support and supervision to a team of staff Evaluators to ensure that project staff meet their objectives and contribute to overall organizational success.

## General

#### Team Meetings

- Attend organization and project team meetings to stay informed about organizational and project progress and updates.
- Provide regular reports on the progress and impact to leadership, board, partners, and funders.



### Strategic Operations

- Support the implementation of the operational plan to support the overall strategic directions identified by the board of directors.

### Continuous Improvement and Learning

- Foster a culture of continuous learning within the organization to drive innovation and improvement.
- Stay informed of emerging trends and best practices in facilitation, restorative justice, and mediation integrating new approaches into the organization's work.

### Other Duties as required

- Perform additional tasks and responsibilities as necessary to support the organization's mission and goals.

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

**Career Level:** Experienced

**Job Schedule:** 37.5 hours per week

**Salary Range:** \$75,000 - 78,000 annually. (depending on experience)

**Start:** As soon as possible.

**End:** November 1<sup>st</sup>, 2026 (opportunity to extend)

To apply, please email your CV and cover letter to [team@ccfsc-cccs.ca](mailto:team@ccfsc-cccs.ca) by October 13th, 2025.

We thank you for your interest in CCFSC and appreciate the effort required to apply for this position.