



## **Detailed Job Description**

**Position:** Rural Development Officer

**Reporting To:** Foundation for Rural Living  
Program Manager

**Direct supervision provided by:** Elgin County Library  
*Brian Masschaele*  
*Director of Community and Cultural Services*

**Salary Range:** Job Creation Partnership Participant: \$423 per week

**Date Created:** June 4, 2009

**Date Revised:**

<b>Job title:</b>	<b>Rural Development Officer</b>
<b>Reports to:</b>	<b>Program Manager, Foundation for Rural Living</b>
<b>Direct Supervision:</b>	<b>Elgin County Library Brian Masschaele Director of Community and Cultural Services</b>
<b>Job Location:</b>	<b>450 Sunset Drive, St. Thomas, Ontario N5R 5V1</b>
<b>Hours of Work:</b>	<i>35 hours/week</i>

## Backgrounder

The Foundation for Rural Living (FRL) provides a full time placement for Rural Development Officers in a rural nonprofit or voluntary organization. The Rural Development Officers role is to assist rural nonprofit and voluntary organizations with projects that support their sustainability.

## Job Purpose

*Under the day to day supervision of the Director of Community and Cultural Services/Elgin County Library CEO, the Rural Development Officer will fulfill the following objectives:*

1. To coordinate the planning, development, promotion, and implementation of a series of events to take place in the 10 communities where the branch libraries are located throughout 2010 to promote the upcoming 75<sup>th</sup> Anniversary of Elgin County Library
2. To assist with the conception and development of strategic library centered events to take place during the anniversary year (2011)
3. To explore creative fundraising strategies to support planned events
4. To work with current community partners and volunteers and identify new community partners and volunteers in the 10 communities where the branch libraries are located

## Duties and Responsibilities

- RDOs represent FRL and as such as responsible for fully participating in the activities outlined below.
- *\*\*\*Please ensure that time is included in the RDO activities for development and ongoing revision of work plans and for meeting time with their Supervisor*

Responsibility/Duty: As outlined in FRL Participant's Agreement	% of time: 10
Activities:	
• Participate in FRL's Online Learning Program and complete all assignments	
• Attend FRL's in-person Orientation and Conference events	
• Complete and submit Monthly reporting components	
• Participate in FRL's Evaluation Program	
• Take part in monthly human resources Coaching & Mentoring Sessions	
• Conduct job searches and related activities (resume writing, upgrades, etc.)	
Responsibility/Duty: Planning and Development	% of time:

	50
<ul style="list-style-type: none"> <li>To research the history of the Elgin County Library and create a display</li> <li>To create a database of planned events for 2010 throughout Elgin County</li> <li>To develop a database of existing and potential community partners and volunteers in the 10 communities served by the Elgin County Library</li> <li>To develop a database of existing and potential funders in the 10 communities served by the Elgin County Library</li> <li>To coordinate event planning meetings</li> <li>To communicate via phone, e-mail, mail and in person with library staff and community contacts</li> <li>To develop promotional materials</li> <li>To create a database of media contacts</li> <li>To develop a budget and a checklist for each planned event</li> <li>To create a 75<sup>th</sup> Anniversary logo contest</li> <li>To meet with and report to supervisor on a regular basis</li> </ul>	
Responsibility/Duty: Program Planning, Coordination, and Evaluation	% of time: 40
Activities:	
<ul style="list-style-type: none"> <li>To coordinate a committee of library staff in developing, planning, and implementing library participation in community events throughout 2010</li> </ul>	
<ul style="list-style-type: none"> <li>To assist in developing interactive library activities for these events</li> </ul>	
<ul style="list-style-type: none"> <li>To oversee all aspects of planning, funding, promoting, implementing, and evaluating events</li> <li>To attend events when possible to ensure that plans are working</li> <li>Develop plans for a series of library specific events to take place in 2011 –the year of Elgin County Library’s 75<sup>th</sup> Anniversary.</li> </ul>	

## Qualifications

### *Qualifications include:*

- Strong communication skills, both verbal and written
- Ability to work well independently and in a team setting
- Knowledge of Elgin County Library and its operation
- Computer skills including MS Word, Excel, Publisher, Outlook Express and the Internet
- Knowledge of social media
- Available to work some evenings and weekends
- Must have a valid driver’s license
- Successful candidate must submit a current vulnerable sector criminal record check
- Successful candidate must complete Health and Safety Training provided by the County of Elgin

## Skill Enhancement Opportunities

Participation in coaching and mentoring activities and opportunities for skill enhancement are an important component of this position.

Opportunities for skill enhancement are provided through participation in professional development and mentorship and guidance from FRL’s Staff and Partners.

Skill enhancement will include activities such as:

- Current experience in the non-profit and voluntary sector.
- Project management planning.
- Writing, marketing and communications in the non-profit sector.

- Fundraising.
- Library and municipal government administration.
- Proposal development and writing.
- Research skills.
- Computer, Web 2.0 and social networking skills.

### **Working conditions**

The RDO will work at the main office of the Elgin County Library just south of St. Thomas and will be provided with office space that includes a computer with high speed internet access, a telephone and office supplies. Scheduled visits to the library's 10 branches will be required. Occasional Saturday and weekday evening work will be required.

### **Compensation**

Participants in the Rural Development Officer Program will:

- Meet the Ministry of Training, Colleges and Universities (MTCU) requirements for eligibility in the Job Creation Partnership Program.
- Receive remuneration from MTCU of \$423 per week for up to 52 weeks.
- Receive coaching and mentoring throughout the placement with opportunities for skills enhancement.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

For more information visit our website [www.frl.on.ca](http://www.frl.on.ca) .

Resumes along with a cover letter indicating your eligibility for the Program, interest and skill set, should be submitted by email only to: [hr@frl.on.ca](mailto:hr@frl.on.ca). Please indicate "RDO-ELC" in the subject line of your email.

***This project is funded by the Ministry of Training, Colleges and Universities through the Job Creation Partnership (JCP) Program. Applicants must meet Job Creation Partnership eligibility requirements.***