



Detailed Job Description

Position: Rural Development Officer

Reporting To: Foundation for Rural Living
Program Manager

Direct supervision provided by: Niagara West Employment &
Learning Resource Centres
Margaret Maynard
Executive Director

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

Date Created: June 4, 2009

Date Revised: October 12, 2009

Job title:	Rural Development Officer
Reports to:	Program Manager, Foundation for Rural Living
Direct Supervision:	<i>Margaret Maynard</i>
Job Location:	<i>Smithville, Ontario</i>
Hours of Work:	<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 Officer's role is to assist rural nonprofit and voluntary organizations with projects that support their sustainability.

Job Purpose

Under the day to day supervision of Margaret Maynard, the Rural Development Officer will fulfill the following objectives:

Provide coordinator services for six human services delivery agencies now providing services in the municipality of West Lincoln from separate locations within the Town of Smithville;

Work collaboratively with the West Lincoln Municipality to raise the community portion of funding to be held in escrow towards the building of a multi-resource centre and banquet facility which will house these agencies "Under One Roof" at an accessible location

Work with the "Under One Roof" committee to gain support from the community through involvement in events such as the Santa Claus parade, Poultryfest and the Smithville Fair

Work with the "Under One Roof" committee to research and respond to funding opportunities to bring more collaborative services to the community such as responses to homelessness, poverty, family abuse issues, etc.

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	

<ul style="list-style-type: none"> • Take part in monthly human resources Coaching & Mentoring Sessions • Conduct job searches and related activities (resume writing, upgrades, etc.) 	
Responsibility/Duty: Convene and record minutes of the "Under One Roof" committee, coordinate with Supervisor and Financial Committee Chair	% of time: 40%
<ul style="list-style-type: none"> • Send notices of meetings through e-mail to all members • Take minutes of meetings • Coordinate committee reports • Assist Financial Committee to arrange for holding of funds in escrow • Meet regularly with Supervisor to coordinate activities 	
Responsibility/Duty: Research funding sources and opportunities, complete funding applications, engage the community through events planning	% of time: 50%
Activities:	
<ul style="list-style-type: none"> • Scan databases of potential funders • Complete appropriate funding applications • Organize and coordinate events to engage the community • Seek out and respond to emergent opportunities to provide new services which "Under One Roof" could provide collaboratively 	

Qualifications

Qualifications include:

- Post secondary education, Community College or University, preferably in a related field
- Familiar with organizational and community development processes and fundraising principles
- Experienced in meeting the public, working with groups and committees, fundraising, computer input, research, budgets
- Able to work alone or part of a group
- Flexible, open to new ideas
- Friendly, responsible, reliable, professional, honest, positive

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 and communications in the non-profit sector.
- Principles and practices of philanthropy, fund development and fundraising.
- Proposal development and writing.

Working conditions

Working with a number of groups and agencies belonging to the "Under One Roof" initiative. Also coordinating with the municipal officers. Situated at the Employment & Learning Resource Centre in Smithville with flexibility to work at home on computer for training components.

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.

Approved by:	
Date approved:	
Reviewed:	

For more information visit our website 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 by January 3rd, 2010. Please submit with "RDO-NWELRC" in subject line of 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.