



## **Detailed Job Description**

**Position:** Rural Development Officer

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

**Direct supervision provided by:** Green Jobs Strategy  
*Michele Hoffele King*  
*Green Community Labour Market*  
*Researcher*

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

**Date Created:** October 19, 2009

**Date Revised:** November, 2009

<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>	<i>Green Community LM Researcher, Green Jobs Strategy</i>
<b>Job Location:</b>	<i>Brussels Ontario</i>
<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 non profit or voluntary organization. The Rural Development Officers role is to assist rural non profit and voluntary organizations with projects that support their sustainability.

## Job Purpose

*Under the day to day supervision of Michele Hoffele King, the Rural Development Officer will fulfill the following objectives:*

*The selected candidate will work from the office of the Green Jobs Strategy project in Brussels, Ontario on community projects intended to support the rural community in implementing green job strategies and renewable energy initiatives in the 5 CFDC regions of Huron, Perth, Saugeen, Waterloo-Wellington and Middlesex.*

## Duties and Responsibilities

<b>Responsibility/Duty:</b> As outlined in FRL Participant's Agreement	% of time: 10
Activities:	
<ul style="list-style-type: none"> <li>• Participate in FRL's Online Learning Program and complete all assignments</li> <li>• Attend FRL's in-person Orientation and Conference events</li> <li>• Complete and submit Monthly reporting components</li> <li>• Participate in FRL's Evaluation Program</li> <li>• Take part in monthly human resources Coaching &amp; Mentoring Sessions</li> <li>• Conduct job searches and related activities (resume writing, upgrades, etc.)</li> </ul>	
<b>Responsibility/Duty:</b> Participate in community outreach activities	% of time: 30
Activities:	
<ul style="list-style-type: none"> <li>• Assist with the planning and implementing of community and municipal meetings</li> <li>• Take minutes and forward pertinent information to stakeholders</li> <li>• Liaise with other 4 CFDC's in region</li> <li>• Attend meetings with project staff</li> <li>• Participate in brainstorming or open space exercises</li> <li>• Participate in strategic planning sessions with community groups</li> <li>• Participate in information sessions on renewable energy technologies, energy efficiency and climate change adaptation</li> </ul>	
<b>Responsibility/Duty:</b> Assist Green Community LM Researcher by identifying and researching green community initiatives and opportunities in the 5 CFDC regions (Saugeen, Huron, Perth, Middlesex and Wellington-Waterloo).	% of time: 60

Activities:
<ul style="list-style-type: none"> <li>• Assist with researching potential funds for green community projects</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with gathering information as required by community groups</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with writing draft proposals and applications</li> </ul>
<ul style="list-style-type: none"> <li>• Research and compile directory of green projects or initiatives in area</li> </ul>
<ul style="list-style-type: none"> <li>• Input labour market data collected into community database</li> </ul>
<ul style="list-style-type: none"> <li>• Development and ongoing revision of RDO work plan</li> </ul>
<ul style="list-style-type: none"> <li>• Meet with Supervisor and Project Manager to plan monthly activities</li> </ul>

## Qualifications

### **Qualifications include:**

- Post-secondary education or equivalent experience
- Previous experience in community development, projects or initiatives considered an asset
- Good communicator – in both written and verbal communication
- Ability to work in a fast paced environment, meet deadlines and enjoy working on diverse projects and tasks
- Well organized with the ability to prioritize work assignments
- Basic proficiency in internet technologies and Microsoft Office software
- Understanding the non-profit and voluntary sector in Canada an asset

The ideal candidate for this position:

- is enthusiastic, energetic and a team player,
- enjoys learning,
- shows initiative to learn about fundraising and the nonprofit sector,
- is a good problem solver, and
- has a passion for enhancing the quality of life for rural citizens.

Prior work experience in these areas will be considered an asset:

- working with community groups in planning and implementing programs and services,
- working with municipalities,
- developing communications, marketing or program work plans,
- meeting planning, and
- renewable energy technologies, energy efficiency and climate change adaptation.

## 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

**Physical Environment** – The RDO will work primarily in the office environment (in upper suite of building at 437 Turnberry St., Brussels) but may be required to work in a variety of environments including commuting to meetings with other staff members. Non-smoking environment including vehicles.

**Hours of Work** – The RDO position is full time, constituting 35 hours per week, usually during regular business hours from 9:00 a.m. to 4:30 p.m. (1/2 hr lunch). The RDO may be asked occasionally to work flexible hours in evenings and/or weekends to accommodate the needs of the project.

**Health & Safety** – The employer will make every reasonable effort to minimize risks and ensure that there is adequate training, procedures and resources for staff to perform their jobs safely.

## 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-GJS" in the subject line.

***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.***