

 <b>Algoma Family Services</b> SERVICES AUX FAMILLES D'ALGOMA	Job Description #	<b>2018</b>
	<b>JD SECTION</b> <b>Community Development</b> <b>Facilitator (SNP)</b>	
	Date Issued:	November 12, 2008
	Date Revised:	May 21, 2025
<u><b>JOB DESCRIPTION</b></u>  <b>Community Development Facilitator (SNP)</b>	Approval	
	Chief Executive Officer	

**POSITION TITLE:** **Community Development Facilitator (SNP)**

**REPORTING TO:** Supervisor, Community Services and Strategic Initiatives

**WORKPLACE:** In-Person

**JOB SUMMARY:**

Reporting to the Supervisor of Community Services and Strategic Initiatives, the Community Development Facilitator, plays a strategic role on our Student Nutrition Team. Specifically the Facilitator will:

- Prepare program statistics and summary reports;
- improve community awareness around student nutrition, mental health and addiction issues affecting local children and youth;
- Works collaboratively and lends support to all other SNP positions such as Youth and Family Engagement and Community Kitchens; establish partnerships with other organization

**MINIMUM EDUCATION/EXPERIENCE**

- B.A. or equivalent in human or health services, with a minimum of one year experience in a community development role and a minimum of two years experience in the field of children's services or a related field.
- Community College diploma in human or health services field with two or more years of community development experience may be considered.

**QUALIFICATIONS:**

- Ability to work collaboratively with a cross-section of community representatives, including schools, collaterals, volunteers and other stakeholder groups.
- Strong communication, negotiation, facilitation and interpersonal skills.
- Demonstrated skills in the areas of organization, networking, planning, and community capacity building.
- Proven experience planning and carrying out fundraising activities
- Knowledge as to the importance of proper nutrition and Canada's Food Guide.
- Proficiency with computers, especially Microsoft Word, Outlook, Excel, PowerPoint, and data MIS, including electronic preparation of presentation and promotional

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materials.

- Ability to provide services in both official languages (English/French) is an asset.
- Possession of a valid Ontario Driver's License with ability to travel, and use of a personal vehicle.
- Availability to work flexible hours including evenings and occasional weekends.
- Proof of full COVID-19 vaccination.
- Must provide a clean police records check.

## **DUTIES AND RESPONSIBILITIES:**

1. Build relationships with enhanced SNP schools in designated communities, and travel to their sites for meetings, support and consultation as necessary.
2. Assist participating schools with SNP volunteer recruitment, training, monitoring and management.
3. Assist participating schools in fundraising, in conjunction with AFS and the AFS Foundation, to support the sustainability of the local programs; coordinate local in-kind and gift donations, and donated foods.
4. Assist participating schools in identifying challenges and creating opportunities to build the necessary resources and capacity for sustainable, nutritious breakfast and morning meal programs, following the SNP Nutrition Guidelines [July 2008].
5. Encourage participating schools to access local nutritional and food preparation expertise as required.
6. Network and build partnerships, including purchasing agreements, with local businesses and community partners.
7. Facilitate parent and student involvement in SNP-related activities.
8. Deliver community presentations and use other marketing strategies to communicate key messages about the positive impact of good nutrition, and specifically the value of the Student Nutrition Program.
9. Encourage and facilitate the development of grassroots leadership relative to SNP activities.
10. Follow the principles of matrix management in communicating service issues/concerns relating to the other AFS services to the appropriate Supervisor.
11. Assume other responsibilities as assigned from time to time by the Supervisor, Community Services and Strategic Initiatives or designate.