

Career Opportunity: Community Liaison & Compliance Coordinator



The Town of Wolfville is seeking applications for the above position. The Community Liaison and Compliance Coordinator is a revamped position that provides key support to the senior management team and Council regarding community relations and compliance. Accountable to the Chief Administrative Officer, the Community Liaison and Compliance Coordinator will manage relationships with landlords, the business community, Acadia University, the Acadia Students' Union, working with neighbourhood groups and individuals, the RCMP, the Town and Gown Committee and other partners working to achieve harmony in our diverse community.

This role, with the support of a Compliance Officer (to be hired later), is responsible for the compliance of all municipal bylaws, parking under the Motor Vehicle Act and some provisions of the Municipal Government Act. The successful candidate will use a variety of existing, and creative new ways, of achieving positive outcomes including community education, partnership development, community engagement and enforcement tools. They will hold a valid Nova Scotia Driver's License, a University Degree/College Diploma in a related field (a variety of backgrounds will be considered and the Town is willing to train the right candidate to take on this important position), and experience with public relations or community education approaches. A Criminal Record Check will be required for this position.

The ability to work with limited supervision in a position requiring a high degree of accuracy, efficiency and diplomacy is required. A working knowledge of legislation relevant to bylaw compliance, the Summary Offence Ticket process and court system a strong asset.

The position is based on 35 hours per week, with some evening and weekend work including attendance and monitoring at key events, Council and Committee meetings. Salary will be based on experience and qualifications.

Applications will be accepted from August 10th to **12:00 pm on Friday, August 28th, 2020** by email to abrown@wolfville.ca. A detailed job description is available upon request. All applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

The Town of Wolfville is committed to providing a healthy, safe, and supportive workplace where diversity is valued and where everyone is treated with respect and dignity. We are an equal opportunity employer that encourages applications from all qualified candidates including women, people with disabilities, racially visible persons and Indigenous Persons. If you require accommodation because of a disability or for any other reason during the interview process, please let us know in advance of any interview.

For more information on the Town of Wolfville visit our website at www.wolfville.ca

