



The Ontario Association of Community Futures Development Corporations (OACFDC) is a member driven leader for sustainable community economic development. Operating since 1994, the OACFDC provides services to its members and acts as a third party delivery agent for provincial and federal rural community-based programs.

These programs leverage other government and private sector investments and favour:

- *locally driven projects, supported by engaged communities*
- *multi-community and regional partnerships and cross-sectoral collaboration*
- *initiatives which link rural requirements with targeted regional priorities*

We are seeking experienced, well qualified people to fill the following roles:

Program Coordinator manages the delivery of this program targeted to community-based initiatives which support regional development, attract and retain people and investment, and stimulate business development and job creation. Some specific duties include:

- Meeting project goals through leadership and management of overall project, staff and finances
- Developing and implementing marketing and communications strategies
- Effective interaction with participating communities, steering committee and acting as spokesperson for the program
- Presenting, developing, and reviewing project proposals and recommendations to the Project Selection Committee (PSC)
- Reporting on project management, performance outcomes, activities and financial position

Qualifications:

- 5 to 10 years progressive community development experience particularly with the agribusiness and food industry, rural tourism, green products, renewable energy, or food processing and manufacturing economic sectors
- Post-secondary education or equivalent relevant experience, expertise in project management, supervisory experience, financial management and computer software skills
- Well developed written and oral communication skills and the ability to interact effectively with the public, community partners and volunteers
- Able to work flexible hours and travel extensively within the region
- Familiarity with rural Ontario is an asset

Program Officer assists in developing funding proposals for Project Selection Committee approval and monitoring projects. Responsibilities will include:

- Marketing and developing project funding applications at the community level
- Presenting proposals, monitoring and reviewing approved funding recipients and reporting progress on recipient activities to Program Administrator
- Preparing quarterly and annual outcome reports and conducting evaluations

Qualifications:

- 5 to 10 years community development experience, particularly with the agribusiness and food industry, rural tourism, green products, renewable energy, or food processing and manufacturing economic sectors.
- Post-secondary education or equivalent experience
- Project monitoring and budgeting experience
- Conceptual and analytical skills in project assessment
- Interpersonal / communication skills
- Computer skills including a knowledge of MS Office
- Ability to work flexible hours and travel extensively within the region
- Familiarity with rural Ontario is an asset

Administrative Assistant provides administrative coordination and financial support to the team to ensure effective operation of the project. Responsibilities include:

- Maintaining daily office administration and a central filing system of project information
- Preparing and coordinating delivery of packages for PSC meetings, notifying volunteers, monitoring attendance and recording minutes of PSC meetings
- Processing bookkeeping entries and preparing monthly financial program reports

Qualifications:

- 5 to 10 years experience in finance and /or administration systems
- Post-secondary education in Office Management and Finance or equivalent experience
- Strong computer skills in Quickbooks Pro, Word, Excel and Access
- Interpersonal / communication skills
- Ability to work flexible hours

These are contract employment positions with competitive salaries and benefits expected to last up to three years.

Candidates are invited to submit a detailed resume in confidence to:
The Performance Group c/o Maureen O'Leary Pickard at: careers@performancegroup.ca
Applications must be received by July 28th, 2009.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

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