



**JOB POSTING**  
**Director, Community Living**

THE PLACE

Welcome to Amherst! Located in northern Nova Scotia near the border with New Brunswick, we have a Town population of just under 10,000 folks and about 100,000 other people living within a half-hour drive. Amherst is a safe, walkable community with cozy cafes, unique shops and pubs serving up local craft beer and live music. Located in the geographic centre of the Maritimes, Amherst provides easy access to major urban centres and world-class tourism attractions, including the world's highest tides at the Bay of Fundy and several warm-water ocean beaches of the Northumberland shore, all within a 45-minute drive. We are welcoming and inclusive and are committed to embracing the differences and diverse perspectives of our community members to ensure that how we live, what we value, what we do and how we do it advances our collective growth and prosperity. In short, we think Amherst is awesome and we are looking for someone to help make it even better.



#seewhyweloveit

THE ROLE

We are seeking an energetic, community-focused leader that is committed to fostering an accessible, inclusive and diverse community for all residents and visitors, building capacity to address and eliminate systemic barriers while contributing to solutions to address complex community issues. The Director of Community Living will coordinate the assessment of community needs to develop appropriate services, overseeing the development, planning, organization, implementation and participation in a broad range of community events, festivals and active living programming. The Director of Community Living will also administer key advisory committees to provide insight and guidance into social issues being faced by diverse populations in the region and to support the development and execution of the various committee initiatives. As a member of the senior management team, this position is an opportunity to participate in defining and successfully implementing Amherst's objective of engaging the community and formulating action plans to examine and address barriers in our efforts to create a community that is inclusive and welcoming to all.



## KEY QUALIFICATIONS

### Education:

- Post-secondary degree specializing in Community Development, Diversity Management, Public Administration, Social Sciences or a related field or;
- Diploma focused in Human Services, Social & Community Supports or a related field with 5+ years of related professional experience working collaboratively with community partners, and demonstrated success implementing diversity and inclusivity initiatives in a workplace or community.
- An equivalent combination of education and experience will be considered.

### Experience:

- Demonstrated experience acting as a positive role model with the ability to remove barriers and solve problems across teams and departments.
- Communication: ability to facilitate open communication and information exchange as well as the ability to use varied communication vehicles to promote dialogue, shared understanding and consensus.

### Knowledge:

- Understanding of local government roles and responsibilities.
- Excellent communication, conflict resolution, engagement and stakeholder management skills.
- Valid drivers' license and ability to travel.
- Knowledge in these areas will be considered an asset: diversity training, research & analysis, communications, demonstrated knowledge of social justice concepts and methodologies.

## TERMS OF EMPLOYMENT

- Permanent Full-time (35 hours per week)
- Salary: \$87,814 to \$100,722
- Satisfactory criminal records check at the sole discretion of the CAO
- Ability to work outside of regular business hours to attend committee meetings and/or community events as needed.

## SUBMISSION DETAILS

Interested individuals are asked to forward their resume and cover letter, by **4:30pm on October 28, 2022** to:

Krista Crossman, Director of HR & Customer Services  
98 Victoria St E  
Amherst, NS  
B4H 1X6  
[careers@amherst.ca](mailto:careers@amherst.ca)

While we thank all applicants for their interest, only those candidates selected for interview will be contacted.

The Town of Amherst is committed to inclusive, barrier-free recruitment and selection processes and creating a diverse and inclusive workforce. We are dedicated to treating people fairly, with respect and dignity and all qualified applicants will receive equal consideration for employment without regard to age, race, color, religion, gender and/or gender identity or expression, disability or national origin in accordance with the Nova Scotia Human Rights code.

Should you require an accommodation to assist in the application process, please contact Human Resources at [kcrossman@amherst.ca](mailto:kcrossman@amherst.ca) or (902) 667-3352.

