



## Community Action Leader

Saskatchewan ***in motion*** works to get more kids, more active, more often! We looking for a ***community action leader*** with great interpersonal skills who can provide consultation, facilitation, communication and program delivery support to the Saskatchewan ***in motion*** movement! The successful candidate must be energetic, enthusiastic, independent, creative multi tasker who meets deadlines. We love ideas and we love people who want to work with our provincial office based in Regina in a team environment to help find solutions to get more kids moving!

**Still interested?** Good! Here's what you need to know:

**Qualifications** – Post-secondary degree or diploma in recreation, health studies, physical activity studies, kinesiology, social marketing or related field of study; or strong combination of equivalent training and experience

**Relative skills and experience:**

- project management skills with an attention to detail;
- interpersonal skills with a capacity to develop and maintain partnerships;
- facilitation
- verbal and written communication skills including group presentations;
- judgment and decision making skills;
- self-directed and enthusiastic team player;
- ability to travel (some weekend and evening work required);

**Please submit your cover letter, resume and three work related references along with salary expectations by 4:30pm on Friday September 29, 2017.** All applicants are thanked for their interest in Saskatchewan ***in motion*** but only those applicants selected for an interview will be contacted.

Saskatchewan ***in motion***  
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## Community Action Leader – Position Description

### Community Action Specialist

**Purpose:** To provide a wide range of support to members of Active Saskatchewan and the Saskatchewan *in motion* movement.

**Scope:** The action leader reports to the Saskatchewan *in motion* Manager and is responsible for providing consultation, communication and program delivery support to members of the movement. In addition to leading specific projects, all members of the Saskatchewan *in motion* team provide leadership and support to strategic direction, community mobilization and social marketing.

#### Key Responsibility Areas:

##### Leadership:

- Mobilize and support community action
- Lead the community action process to inspire communities toward one or more calls to action
- Support community leaders with ongoing communication, tools and resources
- Learn, develop, maintain and share knowledge, examples and practice
- Provide internal expertise in community activation
- Build and nurture partnerships

##### Strategic Direction:

- Assist *in motion* manager to develop an operational plan with goals and objectives that work towards the mobilization and support of community action and achieves objectives within the strategic plan
- Follow administrative process
- Assist with the preparation of bi-annual reports on efforts toward achieving targets and objectives
- Participate in the delivery and evaluation of team projects and events

##### Mobilization:

- Provide leadership support to mobilize community action
- Foster effective team work between the *in motion* professional team and volunteers
- Represent Saskatchewan *in motion* in professional and community settings
- Deliver and evaluate community mobilization programs and services including community action plans, community based campaigns, and others

##### Social Marketing:

- Communicate with stakeholders to keep them inspired, galvanized and connected
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of Saskatchewan *in motion*
- Recommend and implement innovative and creative strategies that enhance the image and profile of Saskatchewan *in motion*
- Support the implementation of communication and marketing activities

##### Education:

Post-secondary degree or diploma in recreation, health studies, physical activity studies, kinesiology, social marketing or related field of study; or strong combination of equivalent training and experience.

**Salary:** Based upon qualifications and experience

**Term:** One year permanent 37.5 hours/week

**Benefits:** 3 weeks' vacation to start, paid sick days, travel and expense reimbursement

**Knowledge/Skills and Abilities**

- Knowledge of community development and engagement
- Experienced with Microsoft Office: Outlook, Word, Excel and Power Point
- Strong written and oral communication
- Think strategically and creatively
- Be flexible and take on new challenges
- Treat others with respect and consideration regardless of status, position or circumstances
- Communicate and promote organization and its work in a positive manner
- Strong project management skills
- Work effectively, both independently and as part of a team
- Work under pressure; manage workloads, be flexible, prioritize
- Meet commitments

**Attributes:**

- Enthusiasm and experience working with volunteers and communities
- Strong people skills
- Team player
- Integrity
- Sense of humor
- Empathy
- Patience
- Perseverance
- Confident
- Willingness to learn
- Adapts well to change
- Organized
- Believes in the benefits of an active healthy lifestyle

**Other:**

- Willingness and ability to travel throughout the province - company vehicle available
- Must possess a valid driver's license
- Willingness to work non-standard hours, including evenings and weekends
- Work in an office environment

**Active Saskatchewan values diversity in our organization and encourages applications from all qualified candidates.**