



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## JOB POSTING

### POSITION

## Community Engagement Coordinator

#### POSTING #

25-37

#### POSTING TYPE

Internal

#### POSITION TYPE

Full-time

#### HOURS OF WORK

70-hours bi-weekly average, as per schedule

### DEPARTMENT RCMP

**HOURLY RATE** \$41.6408 to 43.3999 per hour, Pay Grade 9 – Schedule “A” Outside Employees

### POSITION SUMMARY

The Crime Prevention / Community Programs Coordinator will be responsible for working within established guidelines to lead, direct, develop, promote, coordinate and evaluate detachment wide crime prevention programs and services related to community safety. This position will be responsive to the operational needs of the detachment.

Under the direction of the Detachment Commander and Municipal Operations Manager, the Community Engagement Coordinator position leads, develops, promotes, evaluates and coordinates crime prevention and community safety programming within Cranbrook RCMP detachment. The incumbent coordinates the RCMP volunteer program, including recruitment, direction and training volunteers. The position provides education and information to a variety of community partners and the general public on community policing, RCMP programs and public safety. The position regularly engages with community partners to identify crime trends and community issues and works with the Enhanced Response Unit and other RCMP positions to identify and implement programs and initiatives to improve public safety. Additionally, the position supports with external communication, including preparing newsletters and public communications for review by the Detachment Commander or delegate.

Considerable independent judgement and action are exercised in directing these activities and the incumbent must function effectively under conditions of conflict.

### ESSENTIAL QUALIFICATIONS

#### EDUCATION

- Grade 12 Diploma or GED
- Diploma in Police Studies, Criminal Justice, Business Administration, Volunteer Management or a related field; OR 5 years of related experience

#### LICENSES / CERTIFICATES

- Valid Class five (5) BC Driver's License
  - Must maintain ability to drive a City vehicle, per fleet policy

#### EXPERIENCE

- Minimum Two (2) years related experience in a police, legal or judicial office
- Minimum One (1) year of supervisory or leadership experience
- Minimum One (1) experience delivering public programming
- Extensive knowledge of RCMP programs and services

## **SPECIFIC SKILLS**

- Excellent Public Relations and interpersonal skills
- Excellent written and verbal communication skills
- Sound knowledge of RCMP programs and services
- Good organizational and time management skills
- Strong leadership skills
- Ability to maintain confidentiality
- Attention to detail
- Considerable knowledge and demonstrated skill using PRIME, Microsoft Word, Excel, PowerPoint and Outlook applications.

## **SPECIAL REQUIREMENTS**

- Ability to obtain and maintain Enhanced RCMP Security Clearance
- Ability to work in a confidential environment
- Comfortable with public speaking
- Ability to manage conflict tactfully
- Sound judgement
- Ability to work with minimal supervision
- High degree of initiative
- Knowledge of Privacy Act regulations relating to disclosure of protected information
- Familiarity with RCMP terminology, methods, techniques and practices relating to records and information management systems
- Knowledge of Criminal Code, Motor Vehicle Act, related provincial and federal acts and non-criminal / civil issues
- Considerable knowledge of methods and practices used in supervising, motivating and assessing volunteers and staff and in directing contractors
- Considerable knowledge of the services available through community agencies and the needs of various organizations, businesses and individuals
- Ability to coordinate, direct and evaluate the effectiveness of a variety of community policing services and programs
- Ability to present ideas effectively orally and in writing, to promote program activities and to make presentations
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts

## **OTHER REQUIREMENTS**

- Ability to drive to off-site meetings and special events
- Core hours will be Monday to Friday during business hours. Ability to work, as required, outside of regular business hours (including evening and weekends) to attend community events and deliver programming and initiatives within the Community Engagement Coordinator portfolio

**CLOSING DATE**     **7/14/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources**

**City of Cranbrook**

**40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

***This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.***

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## **The City of Cranbrook**

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

## **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15