

Job Opportunity for a STRATEGIC PLANNING COORDINATOR

FULL-TIME - 35 hours per week –12 Month Contract

Innisfil Public Library & ideaLAB

Innisfil Ontario

Position Description

In all we do, we have the freedom to be our best self, belong, excel....

As a member of our collaborative, cross-functional Library and Town team, you will be a trusted advisor - providing advice, consultation and direction on organization-wide projects such as strategic planning, master planning, corporate communications and stakeholder engagement. You have an acute grasp of high-level vision which helps you to position ideas, generate dialogue, and enhance civic participation while supporting the Municipality's strategic initiatives. By maintaining a broad organizational perspective, you will make connections, use influence, and create impact across and beyond organizational boundaries.

You will collaborate with internal and external partners to implement strategies which will enable effective change management plans and tactics, and will develop an integrated and holistic approach to designing and delivering effective solutions. As a solid problem solver you are able to analyze a problem, and apply creative and innovative thinking to find a solution. You also possess the necessary relationship management skills which will result in effective partnerships and networks.

Your education includes an emphasis on communications, strategic planning, research and/or business management or related degree, and is coupled with public sector organization experience.

You must be available to work flexible hours, including evenings and weekends, and your current driver's licence and reliable transportation enable you to work at all branches of the Library, and at various locations of the Municipality.

To apply, please forward your resume in confidence, quoting file# **EXE- by March 16, 2018** to jobs@innisfilidealab.ca

We will also accept your application by mail:

Innisfil ideaLAB & Library
967 Innisfil Beach Road
Innisfil, Ontario, L9S 1V3

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact the Deputy Chief Librarian.