

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

Project Implementation Coordinator (6 month contract)

The City of Corner Brook is currently accepting applications for the full time temporary (6 Month Contractual), position of **Project Implementation Coordinator**. This position will report to the Director of Protective Services and will be responsible for providing specialized research and technical writing skills. The Project Implementation Coordinator will work closely with the Director to develop and implement project related initiatives as required by the City. The Project Implementation Coordinator must have a demonstrated ability to maintain confidentiality and have strong knowledge of processes and procedures.

The successful candidate will be responsible for the research and development of various Protective Services documents, including but not limited to: Standard Operating Procedures (SOPs), Pre-Fire Plan templates, Fire Prevention and Public Safety Bylaws, Quality Assurance Programs, departmental training requirement assessments, etc. Research and development will be carried out in various manners which could include interviewing subject matter experts, to determine the best practice and policies for the Protective Services department. The successful candidate will liaise with various stakeholders, outside organizations, and community partners on a regular basis.

Qualifications required: A postsecondary university degree or diploma from an accredited institution in a relevant area of study such as Business Administration, Education, Social Sciences, Public Relations, etc. The successful candidate must have a strong background in technical writing, document preparation, and researching and must be experienced with producing high quality procedural documents such as regulations, policies, procedures, etc. The ideal candidate will have strong public relations and communication skills and be comfortable interacting with various levels of political and emergency personal. While not necessary for success, the following are considered assets for this position: Instructional Design skills and experience, experience working in the emergency services sector, training/certification in NFPA 1035, 1041, 1730, and 1620. The successful candidate must possess a valid class 5 NL Drivers License.

CLASSIFICATION:	NON-UNION
SALARY:	\$28.50/hr (Monday – Friday, 8:30am – 4:30pm)
CLOSING DATE:	July 9th, 2018
COMPETITION NO:	2018 -32

Please submit résumés and/or applications, **giving complete details of qualifications**, on or before **July 9th, 2018** to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; or e-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.