

# HALIBURTON COUNTY DEVELOPMENT CORPORATION PROGRAM AND OPERATIONS COORDINATOR

Reporting to the Executive Director, the Program & Operations Coordinator is primarily responsible to assist in the administration of the Corporation, Community Economic Development activities, and The Link.

## RESPONSIBILITIES

### 1.0 COMMUNITY ECONOMIC DEVELOPMENT & LOCAL INITIATIVES PROGRAMS (LIP)

- Coordinate and oversee all aspects of the Local Initiatives Program (including budget oversight).
- Collaborate with community organizations and partners.
- Provide advice and support to stakeholders including strategic planning, organizational development, and facilitation.

### 2.0 HCDC LINK COORDINATION

- Responsible for the coordination of The Link facility (including budgeting)
- Liaise with Partners (Chamber of Commerce, Arts Council, County of Haliburton, BDC, and others). Prepare annual lease agreements to tenants as required.
- Develop and market workshops & networking events in partnership with other organizations

### 3.0 CORPORATE/OPERATIONAL/ADMINISTRATIVE SERVICES

#### 3.1 General Administration

- Coordinate special functions such as, Board of Directors meetings, AGM, Annual Tour, workshops, and special forums.
- Act as Recording Secretary to the Board of Directors, Executive, CED, and Link Committees prepare minutes, agendas and meeting packages. Present program reports and updates.
- Assist the Executive Director with overall administration of the Corporation
- Oversee Cyber Security certification and annual review

#### 3.2 Financial Administration

- Oversee and maintain the accounts payables/receivables for HCDC operations.
- Assist the Auditor with year-end audit.
- Review and submit required CFDC operating claims to FedDev as required.

#### 3.3 Government, Community and Client Relations

- Liaise with FedDev representative for general updates, audits, sample requests and general information.
- Liaise with HCDC partners including County of Haliburton, Chamber of Commerce, Fleming College, OMAFRA, BDC, etc.

#### 3.4 Website Maintenance / Communications / Social Media

- Maintain HCDC website, updates on all platforms keeping information current.
- Develop, implement and maintain all marketing avenues (print, social media, etc.)

### 5.0 MINIMUM QUALIFICATIONS:

Relevant post secondary education and related work experience. Must have excellent verbal and written communication skills and a good working knowledge of office communication software including word processing, spreadsheets, presentations, database applications, and social media platforms.