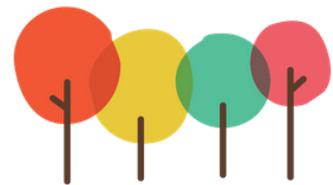


# Strategic Project Specialist

*Lifestyle Opportunity*



# Our Region

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

With an average workplace commute of fewer than 20 minutes, you'll have more time to do what you love. The Kings Region has something for everyone to enjoy and, with more than 240 days of sun every year and relatively mild winter weather, you'll love doing most, if not all of it, outside. Whether you're an avid rockhouser, passionate foodie, enjoyer of the arts, or you just need a place to relax, our shores, fields, trails, orchards and vineyards offer up world-class experiences enjoyed by visitors and locals alike. We even have a drive-in movie theatre!

If you have children or family at the beginning of their educational journey or a committed lifelong learner, our educational resources are second to none! Here you'll find Acadia University, three NSCC campuses and a selection of private career colleges. In addition to a robust public education system, the Annapolis Valley has a selection of independent schools all offering access to programs like the International Baccalaureate and Advanced Placement programs, as well as specific support services for students with learning differences.

Healthcare options are as diverse as our opportunities for leisure! In addition to private clinics for traditional and alternative therapies, the Valley Regional Hospital serves the people of Kings and Annapolis Counties, and provides specialty services as a referral centre for the Annapolis Valley and other areas of Western Nova Scotia.

The Municipality of the County of Kings is situated in the eastern Annapolis Valley, Atlantic Canada's most abundant agricultural region; we're just an hour away from Halifax and its international airport. Wherever you go in Kings County, you're never far from the sea, lakes, forests and the pleasures that make living here a joy. The Bay of Fundy is home to the world's highest tides and Fundy's nutrient-rich waters attract huge numbers of shorebirds as well as fish and whales.

Sounds awesome, right? You don't have to take our word for it, though! Click [here](#) to learn more about the Annapolis Valley & Bay of Fundy Region!



# Our Organization

The Municipality of the County of Kings offers opportunities for growth and career development while maintaining a workplace culture that mirrors the friendly and welcoming atmosphere Canada's East Coast is famous for. As an organization, we value integrity, respect, excellence, transparency, innovation, diversity and sustainability in all that we do.

We are pleased to provide a wide range of services to our residents, from safe, reliable drinking water, to land use and inspection services, wastewater management, recreation and leisure and much more! We have a lot going on at the Municipality and while we are proud of the work we do, we're most proud of the folks we have doing it! Our staff believe in providing quality service for quality living for all persons living or accessing municipal services in Kings.

Our workplace culture is a relaxed, flexible atmosphere where people are encouraged to set lofty goals and are supported in achieving them. We believe in taking informed, measured risk to drive innovation. We have a variety of active workplace committees, ranging from an amazing social events committee to health and safety and employee engagement. We value input from these groups in our decision-making process as we continue to work towards our collective vision of being a community of communities where all people belong.

Our team is committed to implementing [Toward Equity & Diversity: a Strategy for Belonging in the Municipality of the County of Kings](#) and recognizes that authentic inclusion, justice and belonging are a continuous journey – not a final destination. We work at being anti-racist, advocating for de-colonization, and supporting equity, inclusion, diversity, justice and belonging. We will hold each other accountable and provide transparency for our community to also hold us accountable. We commit to being fair, being good allies and humble collaborators.



# Your Opportunity

This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of Strategic Project Specialist!

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Coordinate and participate in the Strategic Planning process and implementation and act as lead for specific projects contained in the Strategic Plan;
- Work with the Management Team on project management;
- Manage or coordinate designated projects or initiatives;
- Undertake projects that are required by legislation, to improve operational efficiencies, and support change management;
- Assist the Management Team in development of operational processes and standard operating procedures;
- Champion or lead engagement initiatives;
- Develop, recommend, implement, monitor, and evaluate activities related to the Community Engagement Policy and Strategy;
- Create a culture of, and internal capacity for, engagement throughout the organization;
- Assist the Management Team in planning and implementing engagement initiatives;
- Coordinate and manage all Council-related engagement initiatives including district meetings.

## Candidate Profile

- Desired Qualifications
  - Post Secondary degree or diploma with 3 - 5 years related experience, or equivalent knowledge and experience;
  - Training and experience in change management and public and stakeholder engagement;
  - Project management skills and the ability to think strategically;
  - International Association of Public Participation (IAP2) training is considered an asset;
  - Experience with project management software tools is considered an asset;
  - Project Management Professional (PMP) training, would be an asset.
- Knowledge, Skills, Abilities
  - Superior organizational, analytical, research, problem solving and decision making skills;
  - Ability to build consensus and manage politically charged situations;
  - Effective presentation skills;
  - Strong proficiency with computer applications, particularly Microsoft Office;
  - Strong interpersonal skills, ability to work collaboratively with a variety of stakeholders, and thrive within a team environment.



# Extra Details

This is a full-time non-unionized position. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! The salary range for this position is \$34.56/hr - \$39.27/hr. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening and weekend work will be required.

For a detailed job description please click [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) **by 4:30pm Friday July 8, 2022.**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.



MUNICIPALITY *of the*  
COUNTY *of* KINGS