



JOB DESCRIPTION

Project Coordinator – Destination Reeves Street Initiative

About the Town of Port Hawkesbury:

Port Hawkesbury is a major service centre, located on the beautiful Strait of Canso, and offers a unique blend of economic, cultural and lifestyle opportunities to those living and visiting the area. The Town of Port Hawkesbury has a new vision for the Town that works to keep and grow business, attract new investment, strengthen the community and help people succeed.

Destination Reeves Street Initiative:

Destination Reeves Street is a renewal strategy for the Town with the focus of improving the Town's main street and the developments that front it. The strategy's objectives are creating better connections throughout the town, to the waterfront, natural areas and other signature Town spaces; better integrating the NSCC campus into the downtown; improving the safety and functionality of the road network for cars, cyclists and pedestrians; providing façade improvements incentives for existing businesses; and improving the town's brand and signage. To see, visit <http://www.townofporthawkesbury.ca/Reeves>

Position Overview:

Reporting to the Chief Administrative Officer (CAO), the full time Destination Reeves Street Project Coordinator will provide leadership and coordination for the "Destination Reeves Street Project". The Coordinator, contracted by the Town of Port Hawkesbury and working with the Destination Reeves Street Advisory Committee, will be responsible for the coordination and implementation of the Destination Reeves Street Program working within the proposed concept, process, guidelines and budget.

Position Responsibilities:

- Become knowledgeable on the Destination Reeves Street Conceptual Plan, the Nova Scotia Transportation & Infrastructure Renewal (NSTIR) Traffic Flow Study, funding partner contract agreements and all project related material.
- Build rapport, liaison with and be the communication and coordination link between the Town of Port Hawkesbury, the Steering Advisory Committee, NSTIR project lead, design consultants, businesses, and community stakeholders.
- Prepare project communications, presentations, requests for proposals, proposals, regular reports, financial reports, project claims, meeting minutes and other correspondence.
- Communicate and manage the Reeves Street Business Façade Incentive Program.
- Ensure all inquiries receive prompt, inviting, professional and informative responses.

- Work independently while exercising good judgement, decision-making and problem-solving skills throughout all job responsibilities.
- Other duties assigned.

Position Requirements:

- Post-Secondary degree or diploma in a field related to responsibilities preferred
- Proven work experience in business, project administration, management and budgeting
- Strong communication (written and verbal) and problem solving skills
- Excellent client-facing skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Ability to work independently in a busy environment

Term of Contract: 36 months (estimated)

Compensation: \$40,800 annually

Please send your cover letter and resume to:

Terry Doyle, P.Eng., CAO
Town of Port Hawkesbury
606 Reeves Street, Unit 1
Port Hawkesbury, Nova Scotia B9A 2R7
E-mail: tdoyle@townofph.ca

Deadline for applications is 4:00 pm Monday, July 17, 2017

