



Employment Opportunity
Project Manager - Community Safety & Well-Being Planning
Contract Position – Project-based ~ 12 months

What is the Opportunity?

The Town of Deer Lake is hiring a Project Manager to develop a community safety and well-being plan. The successful candidate will work alongside a committee to gather data, identify local needs and challenges, and provide recommendations to Town staff and Council by way of a community safety plan.

Commitment to Equity

The Town of Deer Lake is committed to diversity, equity, and inclusion and strives to adopt an intersectional lens. To reflect the rich diversity of our community, we welcome all applicants, including those who experience historical and/or current barriers to equity, such as:

- Indigenous Peoples (First Nations, Métis, and Inuit)
- Individuals that experience discrimination due to race, ancestry, ethnicity, religion, and/or spiritual beliefs
- Persons with visible and/or invisible disabilities
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Newcomers

*We encourage equity-deserving applicants to consider self-declaring during the application process.

A Bit About You

The Project Manager - Community Safety & Well-Being Planning is someone with a passion for making communities a better place to live, work, and play. They are committed to learning how a community functions and how best to engage with community members to understand their safety and well-being needs. They are collaborative, creative, and eager to explore new ideas in building community safety and well-being plans.

Responsibilities

- Developing and fostering relationships with town departments, social agencies, community groups, nonprofit organizations, people with lived/living experience, and law enforcement agencies.
- Organizing, facilitating, and note-taking during ongoing project-related meetings.
- Working collaboratively with Town staff and community members to co-design and implement community safety and well-being plans.
- Conducting local research, including surveys, community consultations, and reviewing existing data (e.g., Statistics Canada).
- Conducting geographic and/or asset mapping assessments to identify local strengths and gaps.
- Provide ongoing support to the Town/steering committees (e.g., project updates, engagement activities, etc.).
- Compiling and analyzing local data to identify priorities and develop recommendations to address them.
- Help organize and engage in various community safety and well-being related knowledge mobilization activities, such as workshops, social media campaigns, promotion of planning efforts, etc.

Attributes

- Ability to develop and maintain relationships and partnerships with diverse individuals and organizations.
- Ability to work effectively, both independently and as part of a team.
- Ability to prioritize tasks and work on tight deadlines.
- Ability to understand complex social challenges and adapt approaches to a local context.
- Ability to work flexible hours (occasional evening and/or weekend work may be required) to accommodate stakeholders and community members.
- Ability to travel for work (some project activities may take place in various locations).
- Strong understanding of intersectionality, cultural competence, and the impact of systemic bias and discrimination.
- Commitment to continuous learning in the field of equity, diversity, and inclusion.

Qualifications

Education and Experience

- Bachelor's degree in a relevant field (e.g., sociology, criminology, community psychology, social work, etc.). Equivalent experience will also be considered.
- At least two years of experience in community-based project management.

Required Skills

- Strong communication skills (verbal and written).
- Strong presentation skills.
- Strong facilitation skills in varied settings.
- Experience engaging and collaborating with diverse stakeholders and community members.

- Familiarity with quantitative and qualitative research.
- Familiarity with strategic planning.
- Familiarity with collaborative decision-making.
- Familiarity with best practices in community engagement.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google applications (Docs, Sheets, Forms).
- Proficiency in virtual meeting platforms (Zoom, Microsoft Teams).

The following skills/experience(s) will be considered assets:

- Experience developing similar community plans.
- Experience planning, organizing, and facilitating virtual events.
- Proficiency with social media platforms (Twitter, LinkedIn, etc.).
- Familiarity with program evaluation.
- Familiarity with Geographic Information System (GIS).
- Familiarity with Crime Prevention Through Environmental Design (CPTED).
- Project management certification (PMP).
- Other relevant trainings and/or certifications (Indigenous Canada, GBA+, etc.).
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Applicant must be eligible to work in Canada (i.e., Canadian citizen, permanent resident, or work permit).

Career Level: Experienced

Job Schedule: Full Time 35 hours a week

Salary Range: \$33.00, less statutory deductions

Benefits: 4% vacation pay

Contract duration: Project-based, approximately 12 months

Location: Deer Lake

To apply, please email your resume and cover letter to jyoung@deerlake.ca by **July 22, 2026**.

We thank you for your interest and appreciate the effort required to apply for this position. Only applicants selected for an interview will be contacted.