

# Civic Coordinator

## **Role:**

To liaise between and communicate with the community association, the City of Saskatoon and Community Consultant, Ward Councilors and local businesses.

## **Responsibilities:**

1. Be a community contact for safety and civic topics in the community  
These topics and issues can include:
  - Traffic
  - Transportation (buses and cars)
  - Pedestrian safety
  - Park development
  - Grants
  - Recycling
  - Safety
2. Help the executive and committees where needed (registration, events, recruitment etc.)
3. Give information to the communications, media, social media, and website coordinators to place on the website or in newsletters etc.
4. Be the primary contact person for civic engagement meetings and attend yearly Ward meetings.
5. Collect emails from community members about civic issues and pass on to City Councilor (if applicable) and Community Consultant.
6. Report on civic affairs at monthly meetings.

## **Time Commitment:** Light

- Term of office is two years.
- Go to monthly Executive meetings.
- Attend public meeting, which may include: Community engagement meetings about Parks, gardens, rinks, construction

## **Skills Preferred:**

Flexibility  
Commitment  
Tactful and Diplomatic  
Representative  
Computer skills (email)