

Job Title: Imagine Bloomfield Community Outreach Facilitator

Job Description: Connecting the non-profit sector through the built environment.

Location: Halifax Regional Municipality

About Imagine Bloomfield: Imagine Bloomfield is a non-profit society whose mission is to realize the preservation, renovation and redevelopment of the Bloomfield Centre into a dynamic, neighbourhood hub that includes heritage preservation, arts and culture, non-profit organizations, social enterprise and housing adaptive reuse of existing buildings and good design and green technologies for new construction. The process of realizing this vision is inclusive and results in strong community. Since 2005, we have worked with individuals, businesses, Halifax Regional Municipality (politicians and staff) and various non-government organizations to help achieve our vision www.imaginebloomfield.ca .

Job Description: In 2009-2010, Imagine Bloomfield conducted a needs assessment of the non-profit and arts community to help determine who might be interested tenants in a redeveloped Bloomfield. This needs assessment was very useful in determining the types of space needed and in clarifying the idea of using the built environment to bring together the non-profit and voluntary sector. In the winter of 2012, HRM will release a Request for Proposals for redevelopment of the Bloomfield Centre. We are seeking a short-term contract position to revisit our needs assessment, connect with a broad range of organizations and solidify a list of potential tenants for the Bloomfield Centre. We want to make links between organizations and understand potential synergies as well as gather specific information on space and facility requirements. Imagine Bloomfield is being supported in this project by the Nova Scotia Voluntary Sector Trust.

Duties and Responsibilities:

- Become an expert on the Bloomfield Master Plan and the Implementation Project (especially sections 3 – 5) as well as the HRM process for the Bloomfield redevelopment. See <http://imaginebloomfield.ca/documents/> for relevant documentation.
- Maintain and enhance existing needs assessment database.
- Develop a process to extend and clarify Imagine Bloomfield's needs survey to identify prospective tenants and partners.
- Organize workshop(s) and / or information session(s) to bring together prospective tenants and clarify community vision / programming.
- Present reports to the board at meetings held in the early evening on the second Tuesday of each month.
- Develop a comprehensive plan for the non-profit sector interested in tenancy at the Bloomfield Centre.

- Explore community needs and preferences for social enterprise, retail and housing components of the centre, as well as green space.

Desired Skill and Experience

- Ability to organize information, use of spreadsheets and databases.
- Knowledge of non-profit and arts community in HRM.
- Communications (oral and written) and networking.
- Experience in innovative non-profit organization and knowledge of social enterprise.
- Ability to work independently, think outside the box and creatively.
- Ability to prioritize and meet deadlines.

Hours of work and salary

- 30 hours per week at \$25/hr for approximately 5 months to a maximum of \$14,000.
- We are also open to alternative proposals that do not exceed the amount we have available for the project. Work in the first two months may exceed 30 hrs.
- We are also open to consultants bidding on the contract.
 - Flexibility in scheduling is expected and permitted.

To apply, submit your resume to imaginebloomfield@gmail.com noting “IB Facilitator” in the subject line by midnight on January 7th, 2011.