

## **DowntheMarsh Community Land Trust Coordinator**

Job Title: DowntheMarsh Community Land Trust Coordinator  
Reports to: Executive Committee of the Board of Directors  
Duration: 12 months, with possibility of extension  
Location: Remote/Hybrid (preference for people living within 100 km of Truro)  
Terms: \$28-32/ hr at 20 hours per week.

Apply by: January 26, 2024

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### **Who are we?**

The African Nova Scotian presence in Truro dates to the first settlement by Black Loyalists in the 18th century. Truro has three historic Black communities, still locally known as The Island, The Hill and The Marsh. The Marsh was a thriving and vibrant Black community where residents and families owned their own homes and properties. **DownTheMarsh Community Land Trust** (DTM CLT) is a Black-led community land trust incorporated in 2022 to create thriving African Nova Scotian communities by developing collectively-owned land assets particularly in The Marsh and Truro area. The vision is housing and community assets for building wellness, wealth, and wholeness for African Nova Scotians.

DTM CLT will support African Nova Scotians and other families who have been pushed to the margins through systemic racism, discrimination, gentrification and economics of inequality. The initiative is grounded in Africentric values and reparations in the form of land, property, community building, and intergenerational wealth. DTM CLT aims to directly benefit past and present African Nova Scotian families from Truro, the Colchester County area and other parts of Nova Scotia through the security of tenure, affordable housing rental and ownership and intergenerational inheritance opportunities.

### **About Community Land Trusts**

A community land trust (CLT) is membership-based non-profit organization that acquires and permanently stewards land with a defined geography, for the benefit of community, in alignment with community needs. Members of the CLT can vote on key decisions and elect the board. CLTs employ a model of land tenure that enables community wealth-building.

There are over 40 established and emerging community land trusts in Canada, many of which are members of the Canadian Network of Community Land Trusts (CNCLT). Across Canada, CLTs are mostly invested in developing and acquiring affordable housing assets on community-owned land.

### **What is a Community Land Trust coordinator?**

The coordinator will grow DowntheMarsh Community Land Trust, under the direction of the Executive Committee. We seek someone who is capable of implementing our business plan, shares our Africentric approach and cultural values, and has a passion to work in deep collaboration with community. The emphasis will be on community education, networking, organizational development, and project management.

This is a hybrid position: The coordinator will work remotely, with an expectation of in-person meetings and outreach as required.

The ideal candidate will be experienced in working with non-profit community-based organizations, affordable housing organizations, and/or social real estate organizations. We encourage applications from people of African (Black) heritage.

The coordinator will be supported by DTM CLT's various committees (e.g. finances, human resource, project development). The coordinator will also be supported by staff at the Canadian Network of Community Land Trusts, who will provide strategic advice, best practice resources, and training, while facilitating introductions to other CLT practitioners across Canada.

On the job training will be provided as needed.

### **What will the Community Land Trust Coordinator do?**

DTM CLT is in the beginning stages of development. The Coordinator must have the skills necessary to incorporate existing work as they develop the foundations the CLT.

Key elements for successful CLTs include: a shared vision amongst community, strong governance, a business plan aligned to community needs', strategic partnerships; and seed funding.

The leadership skills required include :

1. **Management:** Oversee all functions of DTM CLT including effective leadership and governance coordination with Board of Directors and Advisory Group. Foster a collaborative, cohesive and inclusive work environment that promotes teamwork, innovation, and continuous improvement. Part of this role is helping to establish administrative foundations and functions.
2. **Membership Development and Outreach:** In collaboration with the project development consultants, launch a membership campaign in the Truro area to recruit community members to the community land trust, specifically those experiencing barriers to housing security.
3. **Communication and Public Relations:** Develop, implement and maintain communications and public relations utilizing website, electronic newsletter, meeting platform, community events, materials, and publications.
4. **Stakeholder Management:** Establish and maintain relationships with government agencies, financial institutions, community organizations, as well as other stakeholders to support collaboration and project success. Help to represent the organization in meetings, conferences, and public forums to advocate for affordable housing initiatives, supportive public policy and the organization's mission.
5. **Strategic Plan Implementation:** Work with the Board of Directors, and committees, and Canadian Network of Community Land Trusts to execute priorities laid out in DTM CLT's strategic plan. This includes working with the Project Development Committee to assess opportunities for property acquisition and development, potential funding in alignment with community needs and regulatory requirements. Assist in the plan's further evolution.
6. **Organizational Development:** In collaboration with the CNCLT, the coordinator will lead the development of a revised governance system, including organizational by-laws and a membership system that is approved by the Board and community members.

7. **Project Coordination:** Coordinate and liaise with multiple projects and committees to ensure effective coordination, cohesion and accountability across channels to support action plans and deliverables.
8. **Funding and Financial Management:** Establish a refined budget, corresponding work plan and financial policies in conjunction with the finance committee. Track and report on revenue and expenditures. Steward funders as well as prepare proposals and reports in collaboration with relevant committees.
9. **Other duties and responsibilities as required**

### **What are we looking for?**

The successful applicant will demonstrate all or most of the following:

1. Relevant lived experience and/or education: Work history and lived experience are valued. The job may also be well suited to studies in Community Development, Public Administration, Business Planning, Rural or Town Planning, or a related field.
2. A minimum of two years in a coordination position is required. Management experience, experience working with a non-profit board, and experience supervising subcontractors are considered assets.
3. Demonstrated passion for and commitment to empowering African Nova Scotian communities is required. We encourage applications from people of African (Black) heritage.
4. Community and stakeholder engagement experience is essential.
5. Strong negotiation, communication, and interpersonal skills to build and maintain relationships with diverse stakeholders.
6. Ability to manage simultaneous tasks while maintaining accountability for complete and timely work performance. Identifies and resolves problems in a timely manner.
7. Basic Computer Skills: Ability to use conduct internet research and use Zoom, contact management software, Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets, Slides)
8. Online marketing skills: familiarity with social media platforms, ability to publish a newsletter, ability to maintain a website via WordPress.

## **Compensation**

Remote/Hybrid (preference for people living within 100 km of Truro)

\$28-32 hr at 20 hours per week (one year contract, possibility for renewal)

Hours and pay may rise as funds allow.

## **Submitting an application:**

If you are looking for a unique and powerful opportunity to influence change in your community, please submit your cover letter and resume in one PDF document to-

Attn: DTM CLT Hiring Committee to <dtmcommunityengagement@gmail.com>

by 5 pm Friday, January 26, 2024.

If you don't meet all the requirements, we encourage you to apply and share your story with us; what do you bring to the table that others may not? We want someone who is passionate about our mission and who is willing and ready to work with our team as we work toward making positive, sustainable change in our community.

Please explain any accommodation requirements you may have.

We thank all applicants for their interest. Please note we will only be contacting those we wish to schedule an interview with.