

**Alberta Traffic Safety Plan – Community Mobilization
Regional Traffic Safety Coordinator
Job Description**

Position Summary

To coordinate, initiate and integrate regional and local community support for the Alberta Traffic Safety Plan and its related goal: Saving Lives on Alberta's roads. This position will be expected to build on existing partnerships and committees and to act as a local traffic safety resource to communities.

Salary Range: \$4,527.47 – 5,775.47 monthly
Hours per week: 40 hours

Responsibilities/Activities

- Establishes priorities, plans and organizes regional meetings, prepares reports and correspondence, publications and promotional material, develops communication plans and coordinates efforts related to the Traffic Safety Plan.
- Coordinates regional response to provincial traffic safety campaigns.
- Facilitates the development of community partnerships between stakeholders in order to strengthen local coordination and delivery of traffic safety initiatives.
- Supplies local program and community information to the Office of Traffic Safety website.
- Assesses and responds to community needs and issues with respect to traffic safety and informs the community about the Traffic Safety Action Plan.
- Researches, applies for and coordinates project funding, other grants and cost sharing opportunities.
- Establishes media relations and coordinates media activities.
- Develops and coordinates communication initiatives, guidelines and policies related to traffic safety projects and initiatives being undertaken with the community including the production of various publications and other promotional materials.
- Organizes public information meetings, consults with various organizations and groups and provides follow-up communication related to traffic safety projects to ensure local issues and improvements are identified and addressed.

Qualifications

- Post secondary education in a related field or equivalent combination of training and experience.
- Excellent oral and written communication skills.
- Computer proficiency using MS Windows, MS Office applications and email.
- Knowledge of traffic safety/injury prevention principles and practices.
- 3 years direct experience in the development and delivery of a wide range of community development strategies, including building collaboration and cooperation.
- Experience in the area of traffic safety programs and initiatives.

Requirements

- Must possess a valid Alberta drivers' license. As the position will require extensive travel, applicant must have access to reliable, personal transportation.
- Successful applicants may be required to complete a security clearance.
- Successful applicants may be required to work some evenings and weekends.

For further information:

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