



**Job Opportunity for a
MANAGER, COMMUNITY DEVELOPMENT**
12 Month Contract – Full-time 35 hours per week
Innisfil ideaLAB & Library, Innisfil Ontario

ABOUT US

Innisfil ideaLAB & Library is a welcoming, innovative public library system at the heart of its community. We believe libraries are places of connection, discovery, and belonging. Our work supports community wellbeing, lifelong learning, and access to opportunity, and we strive to create services that reflect the diverse experiences, needs, and aspirations of the people we serve.

We value equity, diversity, inclusion, and accessibility, and are committed to fostering a workplace where staff feel supported, respected, and empowered to do meaningful work.

THE OPPORTUNITY

The Manager, Community Development provides strategic leadership and operational oversight for community-focused programming and services at Innisfil ideaLAB & Library. This role plays a key part in positioning the Library as a responsive, inclusive, and trusted community hub through strong partnerships, outreach, and the integration of social services.

Reporting to senior leadership, the Manager leads a multidisciplinary team of librarians and community service professionals and advances organizational priorities related to community wellbeing, equity, diversity and inclusion, reconciliation, outreach, and civic engagement. The role balances strategic planning with relationship-based, community-centred practice.

KEY RESPONSIBILITIES

- Provide leadership and oversight for community-focused programming and services, including outreach, cultural programming, local history, and social services support.
- Build, maintain, and strengthen partnerships with community organizations, social service agencies, and municipal partners.
- Lead, coach, and supervise community librarians and the Social Services / Human Services Navigator, fostering collaboration and innovation.

- Ensure programs and services are inclusive, accessible, culturally responsive, and reflect community-identified needs.
- Support the integration of social services within the library using collaborative, trauma-informed, and strengths-based approaches.
- Represent the Library on community committees, working groups, and at public events.
- Plan, manage, and evaluate programs, budgets, and service outcomes using data-informed and evidence-based practices.
- Contribute to organizational planning, policy development, and continuous improvement initiatives.

QUALIFICATIONS

Education

- Master of Library and Information Science (MLIS) or
- Master's degree in Social Work, Public Administration, Community Development, or a related field
- An equivalent combination of education and experience may be considered

Experience

- 5–7 years of progressively responsible experience in public libraries, community services, or a related public-sector or non-profit environment
- 2–3 years of people management or supervisory experience
- Demonstrated success developing partnerships and collaborative initiatives
- Experience with outreach, social services, or equity-focused programming is highly desirable

Skills & Competencies

- Strong leadership, coaching, and relationship-building skills
- Deep understanding of equity, diversity, inclusion, anti-oppressive practice, and community engagement
- Knowledge of community development principles and social service systems
- Excellent communication, facilitation, and stakeholder engagement skills
- Ability to manage complexity, competing priorities, and sensitive situations with professionalism
- Experience with data-informed decision-making and program evaluation

Working Conditions

- Occasional evening and weekend work to support community programs or events
- Regular interaction with the public and community partners
- Some travel within the municipality or service area may be required

COMPENSATION

\$46.31- \$59.11 per hour

Compensation will be commensurate with experience; benefits information to be provided to shortlisted candidates.

EQUITY & ACCESSIBILITY

The Innisfil ideaLAB & Library is an equal opportunity employer and is committed to building an inclusive and diverse workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, gender identity and age.

Accommodation for disabilities will be provided, upon request, to support participation in all aspects of the recruitment process. To request accommodation, please contact jmiyasaki@innisfilidealab.ca or call **705-431-7410**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for employment-related purposes only.

HOW TO APPLY

Applications will be accepted up until 5:00 pm on Friday, May 8, 2026. Please submit a cover letter and resume by email to:

jobs@innisfilidealab.ca

Subject line: Manager, Community Development