



Project Lead, Community Research & Implementation (21 Months)

Safe & Inclusive Communities

Location: Alberta (Remote/Hybrid, with travel)

Full-time, 21-month contract, 35 hours/week

Salary: \$58,000 - \$65,000

About Rural Development Network (RDN)

Rural Development Network (RDN) works alongside rural, remote, and Indigenous communities to design practical, community-driven solutions. We focus on turning data, local knowledge, and lived experience into action - supporting long-term, systems-level change.

The Opportunity

We're looking for a **Project Lead, Community Research & Implementation** for our Safe & Inclusive Communities team, to lead the delivery of a multi-community initiative focused on strengthening inclusion and welcoming capacity across rural northern Alberta.

What You'll Do

1. Research & Tool Development

- Lead literature reviews and environmental scans
- Co-develop an assessment tool with internal data experts
- Design surveys, interview guides, and engagement approaches
- Translate research into practical tools and reports

2. Community Engagement & Implementation

- Coordinate surveys, interviews, and engagement sessions
- Build strong relationships with municipalities and community partners
- Support communities through participation and project activities
- Identify issues early and adapt as needed

3. Training Design & Delivery

- Turn research into clear, practical training content
- Deliver or co-facilitate virtual training sessions
- Adjust content based on feedback and real-world use

4. Project Execution

- Keep the project moving (timelines, logistics, coordination)
- Track progress, flag risks, and problem-solve early
- Work closely with internal and external project teams to ensure deliverables are met

5. Collaboration

- Partner with internal data and program teams
- Ensure deliverables meet funder and organizational expectations
- Contribute to broader RDN work across housing, homelessness, and community development



What You Bring

- 3–5 years of experience in:
 - Community engagement
 - Program delivery or project coordination
 - Research or evaluation
- Strong ability to turn data and insights into practical outputs
- Experience facilitating or delivering training
- Excellent relationship-building skills
- Organized, self-directed, and comfortable managing multiple priorities
- Experience working in rural or remote communities (considered an asset)
- Knowledge of newcomer settlement and integration
- Familiarity with equity, diversity, and inclusion frameworks
- Experience working across sectors (government, non-profit, community)

Working Conditions

- Primarily remote, with occasional travel to the office for meetings, planning, and/or events.
- Travel required for community engagement, conferences, meetings, and events
- Valid drivers license

How to Apply

Submit your resume and a brief cover letter outlining your relevant experience and interest in the role to: careers@ruraldevelopment.ca

Eligibility to work in Canada

At this time, we welcome applications from candidates eligible to work in Canada. If you are not a citizen or permanent resident of Canada, we encourage you to carefully review your visa to find out whether you are eligible to work in the job you are considering applying for.

Equal Opportunity Statement

RDN is an equal opportunity employer committed to building an inclusive and diverse workforce. We welcome applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, gender identity or expression, age, disability, religion, or any other protected ground under the Canadian Human Rights Act. We are dedicated to fostering a workplace that reflects the communities we serve, including rural, remote, and Indigenous communities, and encourage applicants from equity-seeking groups to apply.

Accessibility

RDN is committed to creating an accessible and inclusive experience for all applicants. We are happy to provide accommodations during the recruitment process upon request. If you require any accommodations, please contact us confidentially at careers@ruraldevelopment.ca