



JOB POSTING

Community Resources Assistant

Part-time Contract

Location: Brentwood Community Resource Centre
2055 Rosser Street, Burnaby

Burnaby Neighbourhood House is a multi-service charitable organization that provides a wide range of programs and services to the residents of Burnaby. BNH is the umbrella organization for Burnaby Community Services, Burnaby Meals on Wheels and Burnaby Seniors Outreach Society. We provide a voice, resources and opportunities to people who need support. We believe change can only happen when people are empowered to improve their lives and their community. Currently, we offer a range of programs and publications to support families with low income and isolated seniors maintain healthy lives and independence.

We are searching for a passionate, detailed, team and community oriented individual to join our small, dynamic not-for-profit staff at Burnaby Community Services. The Community Resources Assistant will take on an important supporting role to the Community Resources Manager. This position will include assisting with research, development, and updating of community resources and publications, assisting with the Burnaby Recreation Credit Program and Burnaby Camping Bureau as well as other programming, as needed. This is a part-time position with the possibility of flexible hours during week days.

General Duties & Responsibilities

Resources & Publications:

- Assisting with the creation and maintenance of resources and publications for programs and services available to Burnaby and New Westminister residents.
- Communicating with community partners and agencies to ensure accuracy of content.
- Layout of the resource materials and assisting with design, as necessary.
- Distribution of information material to community partners, clients, and residents.
- Keeping accurate inventory of resource materials and distribution numbers.
- Preparation of written evaluation reports, as necessary.

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Recreation Credit Program:

A program of the City of Burnaby providing credit to qualifying Burnaby residents with low income for accessing Parks, Recreation and Culture facilities and recreation programs. We are contracted to provide registration and approval services.

- Assisting with application processing, verifying income and eligibility criteria.
- Communicating with clients regarding program eligibility, supporting documentation, and application status.
- Liaising with staff at Burnaby Parks, Recreation, and Cultural Services regarding program registration and processing.
- Accurately entering client information into the database.
- Maintaining accurate program statistics and complete relevant reports, as required.

Skills & Qualifications Required

We are looking for equal parts education and experience that demonstrate:

- Commitment to community building, and empowering people.
- Experience working and/or volunteering with a non-profit charitable organization.
- Outstanding communication skills, both verbal and written.
- Excellent interpersonal skills and a collaborative working style.
- Strong computing skills, specifically working experience with Microsoft Office Suite including MS Access and MS Outlook, InDesign, other Adobe products or publishing software.
- Quick learner with strong attention to detail and accuracy.
- Strong organization and time management skills.
- Ability to work efficiently in a high paced community setting, and manages evolving situations with flexibility, professionalism, and good sense of humor.
- Works effectively with diverse groups of people and understands the need for high professional ethical standards and discretion in handling communications.
- Experience in an office setting and working with general office equipment.
- Ability to work independently and effectively with minimal supervision, as well as in a collaborative team setting.
- Ability to communicate in a language other than English would be an asset. Please specify which other languages you can communicate in and indicate your fluency level (e.g. can you fluently or conversationally speak/write the language).
- Class 5 Drivers License and access to a vehicle
- Criminal Record check
- Fully vaccinated for Covid-19 and Influenza
- First Aid certificate

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- Other duties, as required.

Hours & Rate of Pay

Hours: 8:30am – 4pm, Monday-Wednesday-Friday

Rate: \$19.59 per hour

Contract: 1 year

Deadline: Until the position is filled.

Thank you to all those who apply. However, due to limited capacity, only short-listed candidates will be contacted.

To apply please email resume and cover letter to: Marney@BbyServices.ca.

Please include “Community Resources Assistant” in the subject line.

No phone calls please.



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