

April 2025



Summer Community Engagement Assistant (SOUTH)

Job Description:

The position of the Community Engagement Assistant requires a positive, energetic, and experienced person interested in addressing social isolation through the development of programs and events. The Assistant is responsible for working with the team to plan, implement and support a wide range of community engagement activities for a diverse community. This role involves: planning and implementing weekly activities, promoting activities, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in activities.

General Duties and Responsibilities:

- Promotes BNH program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- In consultation with the Community Engagement team, plans and implements activities/events/programs/opportunities for community members and volunteers to increase their engagement.
- Works with staff team to identify gaps in services and recruit volunteers to address the needs.
- Plans, implements, promotes via Social Media, Websites and posters, evaluates programs and events.
- Works within budget limits.
- Works with and provides leadership to volunteers.
- Participates in regular staff meetings and training sessions.
- Develops positive relationships with participants and acts as a role model and mentor.
- Assists with front reception and information referral.
- Assists with BNH Programs when needed.
- Performs other duties as required.

Qualifications:

- Must be at least 19 years of age.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Advanced skills and experience with Microsoft office, Social Media, Word Press, Zoom, and Canva.
- Excellent interpersonal, organizational and communication skills.
- 1-2 years' experience event planning.
- Current Basic 1st Aid certification.
- Current criminal record search.
- Second language (an asset).
- Level 1 FoodSafe certificate (an asset).
- Class 5 and 4 Driver's License (an asset).

This is a federal grant, which requires the applicant to be between 19 and 30 years of age.

Hours of Work & Rate of Pay:

- The Summer Community Engagement Assistant must work 35 hours a week (including some evenings and weekends). The wage is \$22.10/hr and 4% holiday pay will be added.
- This position **starts on May 5th at 35 hours weekly and ends after 16 weeks** (until August 22)
- with no time off during contract dates.

Accountability: The Summer Community Engagement Assistant reports to and is supported by the Community Engagement Supervisor and the Manager of Volunteers and Community Engagement.

Deadline: Until position is filled

To apply please email resume to: simoneg@burnaby nh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

No phone calls please