JOB DESCRIPTION

POSITION: **Connected Communities Program Assistant**

EFFECTIVE DATE: Sept 12, 2023

DEPARTMENT: Recreation

REPORTS TO: Connected Community Coordinator

DIRECT REPORTS: None

JOB SUMMARY

The Community Program Assistant will support the delivery of programs and events related to social connectedness, community outreach, capacity building, and equity, diversity & inclusion. These include active transportation initiatives, workshops, pop-up events, and community grant projects.

OVERALL GOALS FOR THE POSITION

- Enhance community resiliency by helping deliver initiatives related to strategic priorities.
- Improve and expand upon opportunities for community building.
- Ensure the smooth delivery of programs and events.
- Maintain relationships with community members and partners.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

- Support and lead in-house and off-site project activities.
- Keep inventory of equipment and organize storage.
- Recruit, train, and supervise volunteers.
- Seek out and schedule opportunities for community outreach.
- Book instructors, artists, and service providers for programs.
- Collect feedback from project activities and provide reports to the supervisor.
- Develop creative strategies to increase program uptake.
- Collaborate with external stakeholders.
- Support community-led initiatives.
- Generate ideas for initiatives that respond to needs and barriers identified by residents.
- Perform physical work occasionally, such as setting up a registration table.
- Available to work outside of typical working hours for events on evenings and weekends.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Degree or diploma (completed or in-progress) in Human Geography, Education, Community Planning, Sociology, Recreation, or other related fields.

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Experience requirements:

- Experience working in community building, event planning, active transportation, cultural services, engagement & outreach, or customer service.
- Familiarity with the UBC community and UNA.

Technical knowledge, skills & abilities requirements:

- Event planning
- Designing engaging arts & crafts activities for all ages.
- Writing and editing documents in Microsoft Word and Excel.
- Working with online registration or customer management platforms.
- Successful completion of a criminal record check.

Soft skill requirements:

- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creative and Innovative– Can launch new ideas and create new opportunities for engagement.
- Focus on Community Needs – Be able to anticipate, understand, and respond to the needs of our public.
- Organized – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility, and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.

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