

## Connected Communities Program Assistant (Part-time, temporary)

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. The UNA offers recreational services such as arts, fitness, music, educational and social programs and events for all age groups at the Old Barn and Wesbrook Community Centres.

The UNA is looking for an enthusiastic and responsible Program Assistant who will support the delivery of Connected Communities programs and events, relating to social connectedness, community outreach, capacity building, and equity, diversity and inclusion. These include active transportation initiatives, workshops, pop-up events, and community-led grant projects. This person will help us to foster a safe, welcoming, and connected UNA community.

### Job Responsibilities:

- 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.

### Qualifications:

- Degree or diploma (completed or in-progress) in Human Geography, Education, Community Planning, Sociology, Recreation, or other related fields.
- Experience working in community building, event planning, active transportation, cultural services, engagement & outreach, or customer service.
- Familiarity with the UBC community and UNA.
- 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.

### Job Particulars:

- Temporary part-time position (10-12 hours/week)
- Hourly rate: \$21.27/hour, plus 4% in lieu of vacation
- Employee will be contracted to work from Nov 4, 2024, to August 30, 2025, with possible extension.

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by **Oct 4, 2024** to [megan.atwater@myuna.ca](mailto:megan.atwater@myuna.ca)

For more information on the UNA, and to view the detailed job description visit [myuna.ca/careers](https://myuna.ca/careers).

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.