



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Community Engagement Assistant

Job ID	B0-EE-1C-2F-4F-6F	
Web Address	https://careers.indigenous.link/viewjob?jobname=B0-EE-1C-2F-4F-6F	
Company	Canuck Place Children's Hospice	
Location	Vancouver, British Columbia	
Date Posted	From: 2022-06-08	To: 2022-08-07
Job	Type: Full-time	Category: Health Care
Languages	English	

Description

Community Engagement Assistant

Location: Abbotsford/ Work-from-Home

Reporting to: Associate Director, Development; with additional Leadership from Development Officers based out of Dave Lede House

Job status: Full-time 37.5 Hours per week

16 week term - April 25 - Aug 26, 2022

Note: This position is funded by the Government of Canada - Canada Summer Jobs program. There are three eligibility requirements for applicants:

(a) is between 15 and 30 years of age (inclusive) at the start of employment;

(b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and

(c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

SUMMARY

The Community and Volunteer Engagement Assistant will support the Development team to raise the profile of Canuck Place in Fraser Valley Communities. They will engage in the community to ensure that Canuck Place is accessible and attractive to diverse populations with a focus on the South Asian community. A high degree of professionalism, compassion and ability to act as a positive ambassador for the organization is crucial. This role will also provide administrative support to the Volunteer Services and Development teams, and will likely include direct exposure to children and families.

RESPONSIBILITIES

- Support the community engagement strategies, projects, and processes on the Corporate and Community Development team, with a goal of maximizing fundraising revenue
- The first half of the role will support the project planning and execution of Development fundraising strategies aligning with the time period of the placement, which may include (but is not limited to): CPCH Extraordinary People campaign, E-Gaming for CPCH; outreach to Canada Helps donors, and Fitness for CP outreach campaign.
- The second half of the role will support summer Sporting events held in support of CPCH, including donor stewardship, promotion, recognition, and partner planning support
- Reviews current materials and makes recommendations to ensure they are appropriate and accessible to diverse communities, including South Asian communities in the Fraser Valley.
- Provides support for Canuck Place events as appropriate, largely in a virtual capacity. Some in-person support may be required, which will adhere to or exceed all provincial requirements and recommendations for Covid-19 safety
- Assumes other related responsibilities, such as donor thank you calls, file management, pitch document preparation, and stewardship mailouts, as assigned.

EDUCATION AND EXPERIENCE

- The incumbent will meet the eligibility requirements for the Canada Summer Jobs program.

QUALIFICATIONS

- Well versed in Microsoft Office Suite including MS Word, Excel, PowerPoint, Adobe Suite,, and Outlook.
- Customer service experience.

Sales or campaign planning experience an asset.

What you bring to the role:

- Ability to exercise a high level of judgment, tact and discretion in both internal and external interactions.
- Excellent verbal and written English communication skills. Additional languages are an asset.
- Calm, pleasant demeanor, particularly in the face of distractions and stressful situations.
- Demonstrated ability to be flexible, and handle fluctuating priorities and timelines.
- Demonstrated ability to respond to multiple enquiries and requests for information in a timely manner.
- Excellent organizational and time management skills including the ability to meet assigned objectives by adapting and modifying the sequence of work, methods and standards to meet changing conditions and support multiple team members.
- An established reputation for contributing to a positive work environment with professionalism and a 'can-do' attitude.

- Demonstrated ability to work independently, as well as a collaborative member of an interdisciplinary team.
- Demonstrated analytical and problem solving skills.
- High level of accuracy and attention to detail.
- Well versed in MS Office (Outlook, Word, Excel), good data entry and typing skills.
- Note: Due to the COVID-19 Pandemic, ability to bring candidates into a physical work site is limited. Flexibility to work at home or physical location as needed would be an asset.

How to Apply

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.jobbank.gc.ca/youth>. This position will remain open until filled. Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.