



## **Job Posting - 2022 Summer Employment Opportunity**

### **Community Outreach Worker- \$21/hr**

#### **Parent Support Services Society of BC – Job Description**

Working under the supervision of the Executive Director and Program Managers, the Community Outreach Worker will assist in programs related activities (planning annual events i.e., nature camps; coordination; partnership & sponsor recruitment; outreach; promotion; workshop/training planning; volunteer recruitment); file and data management.

#### **General Activities**

- Work closely with the Head office and PSS staff team
- Assist in organizing events
- Participate in other agency events (workshops, camps, etc.)
- Assist in volunteer recruitment, community and youth outreach, program promotions and fundraising
- Help with the upcoming facilitator training preparation, program workshops.
- Build on the contacts and resources currently in existence for provincial networks
- Build on potential partner organizations relationships
- Support current and potential, volunteer facilitators or relevant key contacts

#### **Qualifications**

- Must be a returning full-time student up to age 30
- Excellent written/oral communication skills
- Able to work both as part of a team and independently, must be able to work from home (*if applicant is not from Metro Vancouver*)
- Willing and able to ask for donations for potential event auctions
- Solid computer skills (including proficient use of internet, email, social media and Microsoft Office programs). Must have access to a computer printer and phone
- Marketing and promotional skills (desired)
- Basic understanding of family and parenting issues and community resources
- Commitment to the values of diversity and inclusion
- Must hold a valid driver's license and have access to a vehicle from time to time
- Additional languages (desired)
- Community connections (desired)
- Experience working with children & youth (asset)
- Ability to work within the guidelines of confidentiality
- While we offer a flexible/hybrid/remote work environment, we believe students will have a more learning-rich environment in-person and will consider this in the hiring process

Send resume with a cover letter to: [info@koja-consulting.com](mailto:info@koja-consulting.com)

Please put Community Outreach Worker in the subject line

**People of Indigenous ancestry, with disabilities and from racialized communities are encouraged to apply.**

**Closing Date: May 18, 2022**

*This is part of the Canada Summer Jobs initiative and is 8 weeks for 30 hours/week. PSS is committed to "recruit and develop a well-qualified and efficient organization that is representative of the diversity of the people of British Columbia". PSS is committed to the Calls to Action of the Truth and Reconciliation Commission.*