



POSITION DESCRIPTION

Position: Canada Summer Jobs: Community Liaison Worker

Program: Community Engagement

Reports to: Events Coordinator

Date Approved: May 2, 2022

Community engagement at Sage Seniors Association (Sage) includes fund development, sponsorship, member and donor stewardship, major events, publications, communications, adult education and professional development, public relations, student engagement, life enrichment, and volunteer services.

The Community Liaison Worker will provide administrative support to the Community Engagement Team and community partners to host micro-events across the city during a one-day "celebration of seniors" on the International Day of the Older Person (October 1;) helping to engage volunteers in planning and execution; and establishing a foundation for continued work and engagement with each community.

The Community Liaison Worker will also provide administrative support for the Virtual Seniors Forum which will take place online and by phone in November

RESPONSIBILITIES:

Area of Responsibility	Tasks
Stakeholder Engagement	<ul style="list-style-type: none">• Act as the liaison between Sage and community partners, and provide administrative support and training as required.• Create a friendly, welcoming, and accommodating environment and offer assistance as needed by community partners, volunteers, and participants.• Provide community partners with communications materials, tools, and resources as needed to successfully host an event.

Volunteer Coordination	<ul style="list-style-type: none"> • Work with the Events Coordinator to engage volunteers in all aspects of event coordination, including onboarding and training, supervision, and support as required.
Community Engagement	<ul style="list-style-type: none"> • Assist with building-out virtual events on Zoom. • Provide administrative support for the Virtual Seniors Forum as required. • Support the community engagement team as needed which will include: supporting the creation and dissemination of communications materials; develop social media content as needed; Host virtual programming.
Project Management	<ul style="list-style-type: none"> • Assist the Events Coordinator with project management as required.
Other Duties	<ul style="list-style-type: none"> • Other duties as required and/or assigned.

QUALIFICATIONS:

- Undergo Police Information Check including Vulnerable Sector.

This job will be part of the Canada Summer Jobs Program. As per the requirements of the program, applicants need to meet the following participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:

- be between 15 and 30 years of age at the beginning of the employment period*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

SKILLS AND EXPERIENCE:

- Experience in community engagement and outreach.
- Excellent communication and time management skills.
- Excellent interpersonal and customer service skills.
- Experience and comfortability with public speaking.
- Ability to set priorities and adapt to changing priorities.
- Ability to work effectively and efficiently and consistently meet deadlines.
- Experiencing working with volunteers.
- Self-motivated and able to work as part of a team.
- Strong information technology skills, including working knowledge of Microsoft Office Suite (Word, Excel, Outlook, Teams, and SharePoint,) Google products, and Zoom.
- Ability to work within a team environment with limited supervision.
- Experience in designing training guides will be considered an asset.

TERM

This is a temporary, full-time 16 week position from the start date of the position.

HOURS OF WORK

35 hours per week to be determined with the supervisor between the hours of 8-4:30 Mon-Fri.

SALARY LEVEL

\$20.32 base rate per hour.