

DIVERSITY AND CAPACITY OUTREACH (SUMMER STUDENT)

Position: Diversity and Capacity Outreach (Summer Student)

Hourly Rate: \$15.00/hour (30 hours/week)

Contract Period: June 11, 2018 – August 6, 2018 (8 weeks)

Position Summary:

We are looking for a passionate and skilled individual in the field of community engagement. The incumbent will provide assistance to the Community Outreach & Communications Coordinator in the identification, coordination, and communications of Asian communities, organizations, and leaders. You will assist in developing and updating our community outreach database, while ensuring smooth communications with all community partners and associations, with Board and staff supervision. As well, you will be assisting in the planning of 2018-2019 Asian Heritage Month and yearly events and populating the Hub calendar. This position requires occasional flexibility to work weekends and evenings.

This position is funded by the Government of Canada under the Canada Summer Jobs Program.

Job Description:

- Create and execute models to engage minority communities, perform needs assessments, community mapping, and work with communities to allow them to collaborate with mainstream Arts institutions
- Create workshops for communities based on need
- Assist in creating a database of community and organizational contacts, including creating guidelines and manuals for Board and staff
- Liaise with communities to plan and execute their participation in AHF events
- Attendance at all Asian Heritage Month planning meetings

Qualifications:

- Diploma/Bachelor of Arts Degree
- Leadership Skills: proficient in managing project timelines and meeting deadlines with minimal supervision
- Flexibility: flexible and adaptable to changing situations and work progresses
- Interpersonal Skills: strong work ethic, cheerfulness and professional competence, cultural competence and tact
- Community Engagement: experience working within various communities and cultures
- Demonstrated ability to self-manage projects, schedules and deadlines
- Knowledge of pan Asian Community groups and associations in Calgary
- Knowledge of youth associations, seniors groups, and arts groups is an asset