



# Job posting - Community Engagement Assistant

## Work somewhere awesome!

At the Sunshine Coast Resource Centre, we're not just a workplace; we're a community-driven organization committed to making a meaningful difference in the lives of individuals and families on the Sunshine Coast. As a member of our team, you'll have the opportunity to engage in diverse, creative, and impactful work, including creating communications and engagement materials that promote the diversity and breadth of our community and its vital resources and services. If you're passionate about communications and community, join us at the Resource Centre and be part of a team dedicated to creating a brighter future for the Sunshine Coast.

### The Community Engagement Assistant role

- Communications support such as creating and coordinating communications strategies for programs, projects & events, including website and social media activities, Enews support, and visual content development for the organization.
- Coordination of an engagement strategy that promotes the programs, services, and opportunities that the Resource Centre offers individuals and organizations on the Sunshine Coast.
- Administrative support to Client Record Management including data input.
- Offer direct client support for information and referral services, guiding clients to appropriate resources and providing assistance in problem-solving.
- Assist with Resource Centre operations, including Legal Aid, Poverty Law advocacy, and the Sunshine Coast Poverty Reduction Strategy.

See the complete job description at [www.resourcecentre.ca/program/work](http://www.resourcecentre.ca/program/work)

### You are:

- Age between 15 and 30 at the start of employment
- Eligible to work in Canada
- Strong interpersonal skills and a reliable team player
- Ability to meet deadlines and attention to detail
- Creative thinking skills, with some events planning experience preferred but not required

### How Can I Apply?

The Resource Centre offers a value driven, purposeful, and rewarding environment, the opportunity to make an impact alongside a dedicated and professional team, and the chance to further the positive impact this organization makes on the Sunshine Coast. Compensation for this temporary role is \$18/hour for 30 hours



per week for 12 weeks. The anticipated start date is May 27, 2024. Please submit your resume with a letter of introduction, to [hr@resourcecentre.ca](mailto:hr@resourcecentre.ca) by 4 pm on April 30, 2024.

**Note:** this position is dependent on successful funding by the Canada Summer Jobs grant and applicants must meet program eligibility.