



JOB DESCRIPTION

POSITION:	University Student: Community Engagement Leader
LOCATION (S):	7-31550 South Fraser Way 2693 Braeside 32122 Melmar
RESPONSIBLE TO:	Executive Director
ALLOTTED HOURS:	Full Time, Temporary (35 hours/week) May-August 25th, 2017 (up to 16 weeks)
WAGE:	\$17.00/hour

MINISTRY CONTEXT

LIFE Recovery Association is a Christian charity that exists as part of Christ's church. The person called to this ministry must be in agreement with LIFE Recovery's confession of faith, mission, vision and core values and must have a passion for this ministry. The incumbent must be in agreement with our Code of Conduct/Ethics and live a life consistent with it.

JOB SUMMARY -PRIMARY FOCUS

Work closely with the ED on communication and social media promotion of the organization. A comprehensive online communication platform for regular communication of the organization's newsletters and bi-weekly updates is needed. The role includes: website expansion (IT), basic data entry, data management & analysis for organizational development and other related duties. The experiential part is focused on supporting/facilitate basic activities of daily living for our clients in our first stage home. This position is ideal for students seeking to gain career-specific experience, to apply their communication & IT knowledge to build LIFE Recovery's online profile. By supporting & facilitating the Executive Director's use social media to promote the services LIFE provides to a wider audience, the student will gain valuable lessons learned in helping the organization reach more women in need of recovery services, keep the public aware & informed and, donors engaged.

SPECIFIC RESPONSIBILITIES & TASKS

Administrative Role includes (4 days/week):

1. Expand public awareness of LIFE Recovery Association as a resource & source of hope for women in addiction by improving its' communication strategy through improving its' use of social media, website design (IT) and promotional materials
2. Facilitate the knowledge transfer of online communication processes to ensure frequent communication with partners, supporters and individuals interested in staying in touch with LIFE Recovery & its' development (Facebook, Twitter, Snapchat, etc.)
3. Support the ongoing development of the organization's statistics/data base for general reporting & quality improvement efforts including data entry & updating systems

Support Worker Assistant Role includes (1 day/week):

1. Participates in program activities, as directed by counsellors
2. Supports individual client recovery participation plans
3. Attends external community meetings or client appointments, when necessary
4. Others duties as assigned

CORE COMPETENCIES

- **Commitment** – Invested in the goals of LIFE Recovery
- **Confidence** – Aware of self and others, handles criticism, accepts mistakes, strong self esteem
- **Integrity** – Lives honestly, forthrightly, and with positive values.
- **Listening Skills** – Takes time to listen and respond; tunes into people.
- **Poise** – Manages stress and workload, treats others without rancour, maintains composure and is polite.
- **Pragmatism** – Develops sensible, realistic, practical solutions.
- **Efficiency** – Taps and deploys resources economically and effectively.
- **Organization** – Plans, schedules, prioritizes, anticipates, and builds solutions.
- **Inspires Confidence** – spotlights the work and efforts of others, anticipates needs, is reliable and brings out the best in those around them.
- **Social Agility** – astute, understands how to navigate spheres of influence and builds consensus through adept negotiation.

STATEMENT OF RELATIONSHIPS

The Community Engagement Assistant reports directly to the Executive Director, but occasionally will be working under the guidance of the Addictions Counsellors as a support worker and will be part of a wider multidisciplinary team of professionals and volunteers.

QUALIFICATIONS & EXPERIENCE

1. Full-time post-secondary student returning (must) to full time studies working on either a degree or Masters' in Communication &/Information Technology between the ages of 15-30
2. Exceptional oral, written and interpersonal communication skills both in person & by social media
3. Excellent computer skills: Microsoft Excel, Word, PP and data base building/management
4. Experienced at web designing, web building & maintenance thereof
5. Strong analytical skills
6. Demonstrated ability to deal with highly sensitive and confidential material and situations
7. Accurate record keeping; detail-orientated
8. Proficient in current Windows and Microsoft based computer operating environment
9. Basic First Aid Training Certificate or willingness to obtain it
10. Current Class 5 Drivers License (minimum)
11. Sobriety of at least two years ie., no abuse of alcohol, drugs or other mood-altering chemicals
12. Agreement with LIFE Recovery’s confession of faith and code of conduct
13. Has a reputation of living a lifestyle that honors and uplifts the name of Christ
14. The incumbent must regularly attend and participate in their home church (Heb 10:24-25).

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SIGNATURE BLOCK This job description accurately reflects the requirements of this position:

Supervisor

Date

I have read and understood this job description:

Employee

Date