

Job Title:	Canada Summer Jobs: Neighbourhood Developer
Parameters:	As per the grant funding, must be a Canadian Citizen, a Permanent Resident, or have refugee status
Reports to:	VL Membership Manager & YQL Neighbourhood Board of Directors
Timeframe:	8 weeks; 35 hours per week
Pay:	\$21.30/hour (Defined Lethbridge Living Wage for 2024)
Degree of Supervision:	Direction: The incumbent establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only the results of work are typically reviewed.

Job Purpose:

Volunteer Lethbridge (VL) strengthens and sustains a healthy, vibrant community through support and advancement of volunteer excellence. We build connections and empower individuals and organizations to enhance volunteerism and grow volunteer capacity. We strive to have volunteer management recognized as a critical organizational program; that non-profit organizations offer relevant, accessible, high-quality, well-managed volunteer opportunities.

Neighbourhood Associations have the potential to be on the front lines, at the neighbourhood level of important social, cultural, environmental and community issues. They can respond in countless ways to the needs of their residents; fostering and supporting them to fully and actively engage in community and civic life.... Neighbourhood Associations have the potential to mobilize citizens and local resources to make a vital contribution to community life – enriching the quality of life and well being of their communities. Overall, Neighbourhood Associations can provide a shared sense of citizenship and inclusion.” (Federation of Calgary Communities).

This position will work with both VL and YQL Neighbourhoods to promote the importance of neighbourhood volunteerism, to support YQL Neighbourhoods in the early stages of their re-development, including operationalizing the strategic plan, co-coordinate projects, co-creating a communications plan, and developing materials that will assist neighbourhood groups to form, or to strengthen.

Duties and responsibilities:

- Become familiar with YQL Neighbourhoods and VL
- Join YQL Neighbourhoods meetings
- Operationalize portions of the YQL Neighbourhoods strategic plan, including activity based projects
- Co-create a ‘neighbourhoods’ communication plan
- Ensure data is captured and reported
- Complete a final report on the goals reached
- Performs other tasks as assigned

Qualifications

- Education – Attending a post-secondary institution, under 30 years old, legally entitled to work in Canada
- Ability to foster and maintain relationships with staff, volunteers, stakeholders and partners
- Interest and experience in planning and organizing community events
- Ability to manage multiple tasks in a fast paced and changing environment.
- Self-starter who has a high level of accuracy with attention to detail and exceptional proof-reading ability
- Ability to work under pressure, flexibly, with an entrepreneurial spirit
- Positive attitude and takes ownership and pride in delivering and completing creative initiatives on time and without constant supervision.
- Ability to direct own work and prioritize workload to ensure completion of time sensitive tasks.
- Have superior written and oral language skills with a demonstrated proficiency in writing and speaking in clear, accessible, and compelling language
- Experience using online platforms, learning new technological platforms
- Experience with social media management – creating and posting content
- Experience with grant research and writing would be an asset.
- Provide a Police Information Check

Working Conditions

The office is located at 324 – 5 Street South, Lethbridge, Alberta in the U of L Dr. Foster James Penny Building, though a partial work-from-home procedure may be in place. Normal operational hours are in-office weekdays from 8:30 a.m. to 4:30 p.m.

Approved by
Date Reviewed

Amanda Jensen, Executive Director
January 2, 2022, May 11, 2022, December 18, 2023, April 2024

How to Apply

Please direct applications to Shelley Ducheminsky, Office Manager by April 30, 2024.
office@volunteerlethbridge.com

Volunteer Lethbridge is committed to upholding the values of equity, diversity, and inclusion. In pursuit of our values, we seek team members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Volunteer Lethbridge thanks all applicants in advance. Only those candidates selected for an interview will be contacted.