



Position Title: Community Engagement Coordinator

Duration of Summer Term: 12 weeks

Start Date: June 5th, 2017 – August 25th, 2017

Hours/week: 35hrs/wk some evenings and weekends will apply

Hourly Wage: \$13/hr

**Description:**

We are looking for a creative and motivated student to work with the lower mainland area community arts councils and youth organizations to develop and manage two of our community engagement programs – an artist studio based program Craft, Heritage & Me (CHMP) and our drop-in craft workshop program, Workshops @ Imaginarium (W@I) to celebrate craft's role in creating and reflecting Canada's cultural history.

**The tasks include:**

- develop an outreach strategy (social media & online) that will engage regional arts councils and youth organizations
- working with current program facilitators to update the CHMP's train the trainer module
- to develop a facilitators module for the W@I program
- implement and evaluate 3 iterations of both programs over the course of 6 weeks
- document and present program infographic to artists, at community sessions and at our board meetings
- administrative support with new artists, database, and everyday office duties
- must be ok to work alongside dogs!

**Skills and Experience Required:**

- Arts, community heritage, education and/or cultural programming, or business student
- Currently in 3rd or 4th year of program
- Some experience with community development, or working in the not-for-profit sector
- Strong interest and passion for craft and heritage
- Excellent written and verbal communication skills (English)
- Strong interpersonal skills
- Competent and competent computer literacy skills
- Ability to use own initiative in problem solving and also know when to ask for help
- Excellent time management and organization skills
- Social media skills would be an asset
- Project management skills would be an asset



As an equal opportunity employer we encourage applications from all qualified candidates and consideration of equity groups (women, visible minority) will be made.

This position is funded through the Young Canada Works program so students will have to create an account and complete a Candidate Eligibility Form prior to hiring.

Submit resume and cover letter by May 15th, 2017 to Raine Mckay, Executive Director, Craft Council of BC, 1386 Cartwright Street, Vancouver, BC, V6H 3R8. Phone: 604.687.6711 or email [Raine.mckay@craftcouncilbc.ca](mailto:Raine.mckay@craftcouncilbc.ca)