

# **JOB DESCRIPTION**

<b>Title:</b>	Community Engagement Specialist
<b>Position Classification:</b>	Full time (Regular) 37.5 hrs/week, annual contract
<b>Date Prepared:</b>	February 2018
<b>Salary Scale:</b>	\$50,000-\$65,000

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## **PART A: JOB CONTENT**

### **1. Position Summary**

The Community Engagement Specialist position will focus on community engagement and on-going Labour Market Information gathering and sharing throughout the region. This will be achieved through active involvement in each of the region's communities.

The Community Engagement Specialist plays an important facilitation role within each community by gathering and distributing Labour Market Information and leading and supporting workforce development activities.

One of the key opportunities to gather Labour Market Information is through the completion of the annual EmployerOne survey. The Community Engagement Specialist will work with the Workforce Development Committees and Partners to actively promote the importance of this valuable Labour Market Information tool to ensure a high participation rate. Information shared by employers in the survey provides current and robust data to be used for region wide workforce development planning.

### **2. Job Duties and Responsibilities**

Under the direction of the Executive Director this position will:

- Provide administrative and facilitation support to Workforce Development Committees and Job Developer Network
- Develop marketing and communication plans for EmployerOne
- Develop media strategies and public relations activities for EmployerOne
- Provide research assistance and prepare research analysis/roll up
- Write, layout and design reports
- Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.)
- Organize food and beverage and other services
- Set up and monitor, or arrange for the setting up and monitoring of multi-media equipment
- Ensure that legislation, regulations, policies and procedures are not violated
- Other administrative duties which may be assigned

## **PART B: JOB SPECIFICATIONS / REQUIREMENTS**

1. Education

A College diploma or equivalent of proven, relevant experience.

2. Key Skills/Competencies

- Tact/Diplomacy
- Cooperation/Teamwork
- Ability to work under pressure
- Time management skills
- Adaptability
- Use of website software or similar
- Use of design software
- Planning and organization
- Excellent computer/social media skills
- Presentation/Facilitation skills
- Decision making/Problem solving

**Essential Skills:** Reading Text, Document Use, Numeracy, Writing, Communication, Working with others, Problem solving, Critical thinking, Job task planning and organizing, Finding information, Computer use, Continuous learning.

## **PART C: ADDITIONAL INFORMATION**

**Work Conditions and Physical Capabilities:** Fast-paced environment; Work under pressure; tight deadlines. This position may require some evening and weekend work, as well as travel around the WPBWWD area. Access to reliable transportation is mandatory.