COMMUNITY DEVELOPMENT ASSISTANT - 7 POSITIONS AVAILABLE
JAMESVILLE/BEASLEY, STINSON, CROWN POINT, DAVIS CREEK, RIVERDALE, ROLSTON, SOUTH MOUNTAIN NEIGHBOURHOODS

POSITION SUMMARY
Reporting to the Manager of Community Developers of the Neighbourhood Action Strategy, the Community Development Assistants will work to engage neighbourhood stakeholders (residents, associations and services) in the delivery of programs and initiatives that contribute to the objectives of the Neighbourhood Action Plans. The planned activities will have a specific focus on outreach and inclusion of diverse community members, including newcomers to Canada, Aboriginal peoples, members of visible minorities, children or youth, groups with social or employment barriers including literacy and numeracy. The individual must meet the eligibility requirements as set out by the Canada Summer Jobs student initiative. This posting is targeted to racialized and/or Indigenous students and students with disabilities.

DUTIES AND RESPONSIBILITIES
• To engage a diverse range of key neighbourhood stakeholders (residents, associations, services) in the planning process through inclusive outreach activities, neighbourhood festivals and events that focus on Canada 150 activities
• To facilitate and support the local planning teams in each neighbourhood using an asset-based community development model
• To plan, attend and support special events that contribute to the inclusion of diverse community members in the neighbourhood

SKILLS & QUALIFICATIONS
• College or university student from any of the following programs areas: social work, urban planning, public health, arts and culture, special events planning, marketing and communication or related discipline
• Proficient in Microsoft programs such as Excel, Publisher, Word
• Social marketing experience via Facebook, Instagram and Twitter
• Good writing skills
• Ability to work independently with attention to detail
• Experience working with grassroots groups
• Willingness to conduct work outside of standard office hours is essential
• Willingness to work from an asset based approach
• Ability to think creatively, and to assist others to expand their ideas, skills and resources
• Ability to work both independently and in a team environment

CANADA SUMMER JOBS INITIATIVE ELIGIBILITY REQUIREMENTS
• Must be between 15 and 30 years of age at the start of employment
• Must have been registered as a full-time student in the previous academic year
• Intends to return to school on a full-time basis in the next academic year
• Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
• Is legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Job Type: Summer Position, Full-Time (30 - 33.5 hours per week)
Contract Duration: 7 - 10 weeks, dependent on neighbourhood
Start Date: June 19, 2017

ABOUT US
The Social Planning and Research Council of Hamilton (SPRC) is a small-sized, non-profit, registered charitable organization that conducts community-based research and community development. Our goal is to improve the quality of life for all citizens in Hamilton through research, community development, community engagement, and system and service planning. Our vision is to create a community that provides a socially, physically, and economically supportive environment and supports public participation and community integration to preserve and enhance the health and well-being of our population. We offer career and development opportunities, and an environmentally-friendly workplace culture. The SPRC is committed to using a bias free hiring process that includes anonymous pre-screening of applications. We conduct outreach via various outlets on social media, use form and informal networks to reach the goal of employing students from the targeted priorities named above.

Please forward your cover letter and resume on or before Friday, June 2 at 12:00 pm to:
Subject: Community Development Assistant (please indicate your preferred neighbourhood)
Social Planning and Research Council of Hamilton
350 King Street East, Suite 104, Hamilton, ON L8N 3Y3
Fax (905) 522 - 9124 / Email: jobs@sprc.hamilton.on.ca

We thank all applicants for their interest in applying for this position; however, only candidates selected for testing and interviews will be contacted. The SPRC is an equal opportunity employer: women, Aboriginal people, visible minorities, gay, lesbian, bisexual, transgender persons and persons with a physical disability are encouraged to apply. Individuals with a disability requiring accommodation during the application and/or interview process should advise the above contact so arrangements can be made.