COMMUNITY AMBASSADOR PROGRAM ASSOCIATE

The Burnaby Festival of Learning is looking for a Community Ambassador Program Associate to support the committee in managing, organizing, and executing the Community Ambassadors Program during the Festival period. We are looking for someone who loves community engagement and working with others.

ABOUT BURNABY FESTIVAL OF LEARNING

The Burnaby Festival of Learning celebrates unconventional, lifelong learning. Co-presented by Simon Fraser University and the City of Burnaby, in participation with many local Burnaby organizations, the Festival provides free events every day for everyone – children, families, youth, adults and seniors.

The Burnaby Festival of Learning is hosted by the community, for the community. Since 2016, the festival has continued grow, involving an increasing number of organizations inside and outside Burnaby. Each year, new partnerships and collaborations emerge that diversify the program, allowing its partners to reach more and more of the Burnaby community.

ABOUT THE COMMUNITY AMBASSADORS PROGRAM

The Burnaby Festival of Learning is committed to “walking the talk.” One example of this commitment is the Community Ambassadors program – a program that offers living wage work opportunities during the festival for those community members who face barriers to employment. Festival Ambassadors are provided with professional training, direct support, and are paid a living wage during their time with the Festival. Through this program, the Festival builds employment capacity within underrepresented communities in Burnaby.

Approximately 10 Ambassadors will be recruited to provide support during the Festival. Community Ambassadors will be individuals who experience barriers to employment, like age, disabilities, newcomers, education, etc.

GENERAL RESPONSIBILITIES

- Work with SFU’s Office of Community Engagement to execute the Community Ambassadors Program during the Festival period
- Liaise with community organizations and Ambassadors obtain and organize referral information
- Liaise with the Burnaby Festival of Learning Program committee to understand their needs for Ambassadors during the festival events
- Schedule, track, and manage Ambassadors
- Act as the Ambassadors Program representative and ‘go-to’ person
- Assist in the preparation and execution of training day(s)
- Administer the Ambassador Program Evaluation after the event to gather information from Ambassadors and Service Providers about their experience
- Support other various tasks before, during, and after the event
- He/she must be available to coordinate, provide support, and lead Ambassadors during event period from May 4th to May 11th, 2019
QUALIFICATIONS
- High school graduation, minimum of 3 years of post-secondary education
- Experience working with individuals that range in experience and age
- Experience in liaising with internal and external stakeholders in a professional manner
- Experience working and/or volunteering at an event/festival, or similar
- Strong organizational skills
- Excellent written and verbal communication skills with the ability to adjust communication approach based on the audience
- Be able to work independently as well as in a team setting
- Strong time-management skills and ability to meet deadlines
- Proficiency in Microsoft Office suite including Word, PowerPoint, Excel
- Have a positive, ‘can-do’ attitude
- Experience working with people facing barriers to employment is an asset

At the end, the Community Ambassador Program Associate is required to report highlighting successes and recommendations with respect to the volunteers/student ambassadors. This position will have the help and support for strategic planning from the co-chair and the Office of Community Engagement.

JOB SPECS
- Start date: March 11\textsuperscript{th}, 2019
- End date: May 31, 2019
- Compensation: $15/hour, approximately 100 hours of work time (could increase as the event date nears)
  Working hours will be low during first few weeks and increase as event date nears. This is a part-time position
- Flexible time schedule and location, however the incumbent will be expected to spend a few hours per week in the office (details to be discussed).
- Travel to various Burnaby locations will be required.

LEARNING OUTCOMES
- Acquire experience and skill in working with people facing a variety of barriers to employment
- Apply interpersonal, communication and organizational skills to coordinate volunteers
- Gain experience in group training and facilitation
- Apply reporting skills to administer and summarize evaluation forms

Those interested in this position, please directly email Alison at alison_chan@sfu.ca with the following:
(1) Subject: BFOL19 – Community Ambassador Program Associate – YOUR NAME
(2) Cover letter
(3) Resume

Deadline for application: February 22\textsuperscript{nd}, 2019.

www.festivaloflearning.ca

Note that the Office of Community Engagement is currently based in SURREY. All Burnaby Festival of Learning events are held in BURNABY.