

Neighbourhood Group Assistant

With Parkwood Gardens Neighbourhood Group

Application Deadline: Wednesday, September 13th (midnight)

Hourly Rate: \$14 per hour

Hours of Work: 10 to 15 hours per week (hours change based on programs offered)

Place of Work: Parkwood Gardens Neighbourhood, between Paisley Rd. and Wellington Rd. 124; west of the Hanlon Pkwy. Our main office is at the West End Community Centre.

Start Date: ASAP - June 2018

Summary of the Position:

This is a Guelph Neighbourhood Support Coalition (GNSC) job, working with the Parkwood Gardens Neighbourhood Group (PGNG). The position is for 10-15 hours per week, depending on the season, and it is a contract that goes until June 2018, with the possibility of renewal. PGNG celebrates the creativity and diversity of our neighbourhood through events, programs and services, designed and delivered directly with our community members. The person in this role will help the group to further engage adults, families, children and youth through these events and programs. We're seeking someone who works well in a team setting, and who is energetic, inclusive and creative.

Key Responsibilities:

- Work with the Neighbourhood Group volunteers and the Neighbourhood Support Worker (NSW) to understand the assets and needs of the community
- Work with the NSW to seek community sponsorships, partnerships, and funding
- Take a lead on the promotions and marketing of events and programs in PGNG
- Understand and enact the priorities of the Neighbourhood Group
- Attend the PGNG leadership and committee meetings
- Help organize, support, and lead events and programs meetings as appropriate
- Work with partners to deliver services at various locations (Garden Fresh Box; Coffee Hours; etc.)
- Work with community to plan, promote, and deliver seasonal events, and recreational programs for adults, children, youth and families (i.e. Community BBQs; etc.)
- Recruit, support, and supervise volunteers for programs and events
- Help evaluate programs and services through community and participant feedback

Experience/Skills required:

- Knowledge of the Parkwood Gardens Neighbourhood Group, and/or the GNSC

- Program and event planning experience (including working with community associations)
- Strong organization skills, especially the ability to prioritize and multi-task
- Familiarity with outreach, promotion and digital communications strategies including publicity campaigns, email, social media, and the Microsoft Office Suite: Word, Excel, Power Point, Publisher
- Must hold/be willing to attain First Aid and CPR Certification, a Police Record Check, and a Vulnerable Sector Check
- Basic financial management and money handling skills
- Ability to work with and alongside diverse communities and perspectives
- A demonstrated ability to connect with other people in a caring way
- Mobility (Access to a vehicle or other applicable transportation is necessary at times)

Accountability:

This position is accountable to the Neighbourhood Group's Leadership Team, the GNSC, and the GNSC's Neighbourhood Development Supervisor. The immediate Supervisor is the PGNG Neighbourhood Support Worker.

How to Apply:

Please send your resume and cover letter c/o the Hiring Committee to:
jobs@guelphneighbourhoods.org
Guelph Neighbourhood Support Coalition
42 Carden Street,
Guelph, ON, N1H 3A2

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and GNSC Policy, accommodation will be provided in all parts of the hiring process.
Applicants are asked to please make their needs known in advance

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance, however, only those being considered for an interview will be contacted.