

Date Posted: April 24 2018

Location: United Way of Central & South Okanagan (Kelowna & Penticton Office)

The United Way of the Central & South Okanagan/Similkameen is seeking a driven and dynamic person to fill the full-time position of **Community Impact Summer Associate**. The Community Impact Associate will assist with projects and events within the Community Investment department that engage our partner agencies, organizations and local government to collaborate together to build a stronger community.

The mission of United Way is to improve lives and build community by engaging individuals and mobilizing collective action. United Way generates resources from the community (dollars, time, volunteers, skills, knowledge and networks) and invests those resources to move people from poverty to possibility, build strong communities, and ensure young people are all that they can be.

This is a ten-week term position for a post-secondary, summer student. The typical work week is 30 hours at \$12.65 hourly. The position requires travel in the Central & South Okanagan and therefore the candidate must have access to their own vehicle.

Key Duties and Responsibilities:

- Complete in-depth research and reports related to our local Community Investments.
- Support correspondence and communications from the Community Investment Department.
- Manage a multi-partner initiative that provides low-income families with access to car seats for their children, and support additional Community Investment initiatives.
- Participate in community meetings and supporting community planning on specific social issues.
- Assist with special events/fundraising and support general office administration as required.
- Build relationships with our agency partners, government, business, labour, education and others.
- Ensure the United Way's Mission, Vision and Core Values are incorporated into everyday practice.
- Ensure the Agency's Policies and Procedures, operating standards, WCB standards, Community Licensing regulations, risk management requirements and general safety standards are met and followed.

Qualifications:

- Interpersonal communication— ability to build relationships, communicate effectively, motivate others and transform inspiration into action.
- Organization and time-management skills – ability to prioritize competing tasks, plan and organize events, and accomplish goals within a fixed timeframe.
- Teamwork skills – the desire and ability to work collaboratively towards common goals with a variety of individuals from diverse backgrounds and work styles, while also working independently on projects and assigned tasks.
- Communication and presentation skills – producing professional documents and materials, effectively presenting to and interacting with individuals and groups in a variety of settings and organizational levels. Proficient with Microsoft Office Suite.
- Passion – a personal commitment to building a better community and helping to create positive change.
- Class 5 driver's license.
- Successful completion of the Agency screening process, including criminal record check.

Applicants must be aged 19 to 30 years, and a full-time student intending to return to their studies in the next school year.

United Way embraces community diversity, and we welcome and encourage applicants from priority population groups (Aboriginal students, students with disabilities, and students from minority groups).

Please send resume and cover letter to:

Name: Reanne Amadio, Community Investment Manager

E-mail: info@unitedwaycso.com

Closing Date: May 11, 2018

Start Date: May 28, 2018