

Job Posting 2017-118-01

Coordinator, Abbotsford Child & Youth Committee
Part-time, average 20 hours/month

PROGRAM NAME: Abbotsford Child & Youth Committee

JOB TITLE: Coordinator

Overview:

The CYC coordinator will support, lead, guide, mentor and challenge the CYC Executive and CYC to build capacity and to achieve outcomes of the CYC.

Job Summary:

- The Coordinator provides administrative support for the CYC meetings and the CYC Executive, including meeting minutes, report writing, data collection etc.
- Participates in CYC working tables
- Coordinates community functions and events
- Facilitate functions and events
- Disseminate information on community events and resources to CYC membership
- Engage with community organizations and stakeholders
- Work hours fluctuate within month and during the year

Minimum Qualification and Experience:

- Degree in a related field.
- Direct program delivery experience in the community social services sector with a demonstrated working knowledge of government and community based programs and related provincial and community support systems. 5 years' experience in social service sector preferred
- Demonstrated excellent networking skills.
- Excellent organization, time and general management skills.
- High proficiency in oral and written communication.
- Ability to work individually as well as be part of a team.

Other Requirements:

- Criminal records check
- Use of personal vehicle (Class 5 License)
- Flexible work schedule

CLOSING DATE: July 31, 2017

TO APPLY

Interested applicants are to reference **Posting 2017-118-01 in the subject line.**

Please submit your cover letter and resume to:

Attention: HR. Abbotsford Community Services

2420 Montrose Avenue. Abbotsford, BC. V2S 3S9

Email: jobpostings@abbotsfordcommunityservices.com

No phone calls please. Only short-listed applicants will be contacted.