



Canada Summer Jobs 2019
Downtown Windsor Community Collaborative
www.dwcc.ca

Position: **Community Liaison Worker**
Send resume and cover letter to: **Steve Coupland,**
[**steve@dwcc.ca**](mailto:steve@dwcc.ca)

Employment Period: May 27 - July 27, 2019 (9 weeks)
Hours and Wage: 30 hours / week; \$15.00 / hour.

Overview

This position will report to our Operational Manager and our Little Things Matter Coordinator. This position will be a resource to the Little Things Matter Coordinator, helping to run social media, tell the story of the program through photography and videography, and connect applicants into other aspects of the DWCC community.

This person would also connect with the Community Cafe, a program that is a partnership with the YMCA Settlement Services to provide a cafe environment for newcomers to Canada to practice conversational English with English speaking Canadians.

This person would also be involved in communication in person, through email, on the phone, and through our social media platforms for these programs. Access to a personal vehicle is not required, but it is ideal for the purposes of this position.

Responsibilities

- Work with the Little Things Matter Coordinator to prepare each site for volunteers to work at;
- Interview LTM applicants about how the program will make a difference for them;
- Tell the story of the Little Things Matter Program through social media, photography, and videography;
- Organize and catalog the DWCC's tool lending library;
- Explore cloud-based or web-based tools for hosting the tool lending library;
- Work with leaders and volunteers of the Community Cafe to plan the cafe;
- Work collaboratively as part of a team in an office environment;
- Promo creation and distribution for DWCC programs;
- Identify leadership and support them in decision making and actions;
- Handle and complete all paperwork and documentation;
- Weekly staff meetings - Weekly report including attendance, incidence, stories, wins, improvements;

Supervision and Mentoring Plans

They will be responsible to the Operational Manager of the DWCC and the Little Things Matter Coordinator of the DWCC. Feedback occurs informally on a daily basis, and formally in a weekly review of goals and objectives. Communication will be via in person meetings, as well as email and by phone when necessary.

Health and Safety Practices in the Workplace

Health And Safety Training will be completed by DWCC staff upon hiring.
This includes: Employee HR Training and WHMIS training.

OUR MISSION: renewing the city through neighbourhood engagement

OUR VISION: Downtown Windsor would be a good place to grow up and a good place to grow old
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