

Student Youth Social Planner – Capital Projects Assistant

Pending Approval of Funding from Canada Summer Jobs

Summary of Activities:

In supervision of the Executive Director, the Student Youth Social Planner - Capital Projects Assistant will gain work experience by facilitating the planning and execution of Dixon Transition Society's capital projects. The youth will assist the Executive Director and Communications and Development Coordinator in tracking project progress, developing budgets, conducting research, soliciting materials and services quotes, carrying out project analyses and creating project reports. The youth will provide administrative support and perform other duties as needed.

Major Responsibilities:

1. Assisting with project management activities
2. Researching and reporting on capital project requirements, standards, and best practices
3. Soliciting materials and services quotes to facilitate the development of comprehensive budgets
4. Preparing reports and presentations to track project progress internally and externally
5. Liaising with project collaborators including contractors and consultants on an on-going basis
6. Using sound judgement to tackle capital project planning hurdles as required
7. Assisting the Executive Director in investigating operating, construction, and design issues and determining effective solutions
8. Providing administrative support and performing other duties as required

Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check

Dixon Transition Society
suite 204, 2101 holdom avenue
burnaby, bc V5B 0A4
dixonsociety.ca



transition society
shelter, guidance, & hope
for women & children fleeing violence

QUALIFICATIONS

Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience in social planning, project management, budgeting and research

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to pay close attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Access to vehicle an asset

Start Date: May 3, 2021 or later
Length of employment: 14 weeks
Hours per week: 35 hours
Worksite: Head Office
Rate of pay: \$15.20/hour (Minimum wage effective June 1st, 2021)

Please send Resume and Cover Letter to Mishaal Kazani, Communications and Development Coordinator, at operations@dixonsociety.ca

Transition House
T 604.298.3454
F 604.298.2647

Wenda's Place
T 604.298.6046
F 1.888.501.7976

Family Counselling
T 604.433.7380
F 604.677.8238

STV Counselling
T 604.298.2549
F 604.298.2647

Donations
T 604.433.4191
F 1.866.290.9044

Administration
T 604.433.4165
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