CANDIDATE PROFILE
COMMUNITY ENGAGEMENT ACTIVITY ASSISTANT
FALL/WINTER 2017/2018


REMUNERATION: The hours expected of a Community Engagement Activity Assistant are approximately 5-12 hours per week. Community Engagement Activity Assistants are paid a maximum of 180 hours per year and are provided with training and professional development opportunities.

ELIGIBILITY: Applicants must be returning student in the 2017-2018 academic year and be legally able to work in Canada.

REPORT TO: The Community Engagement Activity Assistant reports directly to the Student Development Officer, Community and Civic Engagement, who will provide training, support and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Community Engagement Activist Assistant (CEAA) will work to cover an area of the Community Engagement portfolio: Community Innovation Projects, Community Day Events, Community Action Projects, Alternative Reading Week, and Civic Engagement initiatives. The CEAA coordinates long-term or short-term community engagement experiences for UTM students to support various organizations in the Region of Peel. The CEAA works with the Community Engagement Team, the Student Development Officer and community partners to plan and promote community experiences for students. CEAA's must be enrolled in at least 40% of a full course load for the entire fall/winter period of study.

REQUIRED SKILLS:
- Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management;
- Familiarity with social media and virtual communication methods;
- Knowledge of the campus and its resources;
- Knowledge of volunteer opportunities in the Region of Peel.

RESPONSIBILITIES:
A. COMMUNITY PARTNERSHIP & OUTREACH
- Identify partnership opportunities with not-for-profit organizations in the Region of Peel.

B. PROGRAM DEVELOPMENT & PROMOTION
- Liaise with existing and new community partners to develop volunteer opportunities for UTM students;
- Promote Community Engagement initiatives and programs through fairs, tabling, social media, etc.

C. VOLUNTEER MANAGEMENT
- Assist with the recruitment, hiring and training of student volunteers for Community Engagement opportunities;
- Facilitate regular meetings with student volunteers.

D. COMMUNICATION & ADMINISTRATION
- Communicate with current and prospective community partners via phone and email;
- Communicate with students, team and supervisor in a timely manner;
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times;
- Monitor U of T email account daily for work-related emails.

E. TEAM DEVELOPMENT
- Attend weekly team meetings;
- Attend monthly Community Engagement Team meetings;
- Participate in team socials and teambuilding;
- Support the efforts of the other Community Engagement Programming Assistants and other Student Engagement initiatives.

F. TRAINING & COMMITMENTS
- Attend Student Leadership Training between August 21\(^{st}\) and 25\(^{th}\) 2017.
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2018;
- Attend 1:1 meetings with a Student Development Officer regularly.

G. ADDITIONAL DUTIES
- Additional duties as assigned by a Student Development Officer.