



Making a difference...together

Employment Opportunity

Active School Travel Program Assistant

Planning & Protective Services – Regional & Strategic Planning

Competition	19/139
Status	Auxiliary
Hours of Work	Up to 30 hours bi-weekly
Rate of Pay	\$25.15 - \$27.05 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on July 5, 2019; however, the competition will remain open until the successful candidate is found

Notes

Summary

This position assists with the planning and delivery of active school travel planning for schools across the region. The position provides support with data entry, preparing a variety of marketing documents and attending outreach events. The incumbent must have the ability to work flexible hours, including some early mornings and evenings, as per operational requirements.

This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Duties & Responsibilities

- Assists with data collection by entering data into spreadsheets, performing simple analysis (calculations and graphs) and reporting findings.
- Assists with marketing and communications activities, including updating social media accounts and website.
- Prepares and distributes routine communications material for participating schools including posters, newsletter content, announcements, and presentations.
- Assists with presentations to Parent Advisory Committee meetings by preparing handouts, attending meetings and taking minutes as required
- Attends outreach events that celebrate active transportation promoting with parents and students active transportation initiatives
- Takes notes at meetings
- Assists with drafting routine information and updating reports (school travel plans)
- Performs basic research related to school travel
- Assists in the development of resource material for parents and schools to encourage programming
- Promotes active transportation with a positive, excited attitude
- Troubleshoots and resolves potential issues, and reports to supervisors, as appropriate

- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required

Qualifications

- One year post-secondary education including courses in either the field of Education, Marketing, Communications, Community Development or Recreation studies or related
- Six month experience in an administrative capacity.
- Experience working with or in schools an asset
- Interest in active transportation and/or behaviour change
- Strong organizational, administrative and interpersonal skills
- Excellent communications (verbal and written) and customer service skills
- Demonstrated ability to develop effective working relationships with internal/external stakeholders
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and design (InDesign or Illustrator) software
- Must possess a valid BC Driver's Licence

Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

