

Title: Engagement and Impact Coordinator Co-op

Department: UBC Centre for Community Engaged Learning (CCEL)

Duration: 1 full-time position from [TERM DATES] at 35 hrs/week (some evening and weekend work is required)

Salary: \$3200/month (does not include taxes or deductions, but does include 4% vacation pay)

Overview:

At the Centre for Community Engaged Learning (CCEL), we catalyze, design, and implement opportunities for students to apply their knowledge and skills to help address the most critical social and environmental issues by collaborating with diverse university and community partners and stakeholders. The Centre's co-curricular programming and initiatives align and advance a learning journey for students that is progressive; moving a student from the early stage of awareness and understanding, through to co-creation, innovation, and real-time action on social and environmental challenges affecting communities both locally and globally. If you are interested in contributing to an organization that supports community, student, and faculty engagement, and have a passion for creating positive community impact, this may be the right position for you.

Summary of Job:

The Engagement and Impact Assistant Co-op will support the development and delivery of CCEL programming connecting UBC international undergraduate students with community engaged learning opportunities by linking knowledge with collective action and social change, to values and skills development, which they will carry throughout their personal and professional lives. The successful candidate will help to identify and create meaningful community engaged learning programs in collaboration with UBC faculties, schools, units and student groups, and support initiatives aimed at increasing the awareness and participation of international undergraduates in hands-on opportunities to apply their skills and specialized knowledge in collaborative community-driven projects. This role works to support the development and capacity building of this generation's change makers, animating campus life within and beyond UBC, by inviting international undergraduates to connect with inspiring community leaders and organizations through experiential learning opportunities and interdisciplinary collaborations that will launch new ideas and solutions, tackling local and global social and environmental issues.

In this effort, the successful co-op candidate will:

- Support the development, implementation and delivery of scalable, widely accessible and inclusive programming, providing international undergraduate students with opportunities to apply their skills and subject matter knowledge in collaborative, community-driven projects.
- Support the development, implementation and delivery of CCEL co-curricular programs to increase international student awareness of social and environmental issues, and involvement in social change action.
- Advise, provide support, and ensure timely response to international undergraduate students participating in, or seeking to participate in CCEL initiatives or programs; prior, during, and post-program engagement, highlighting the value of CEL experiences.

- Coordinate, facilitate and assist in the administration and evaluation of CCEL co-curricular events, activities, workshops and grants to ensure the effective engagement of international undergraduate students.
- Build campus relationships with student advocates, student clubs, groups and associations, creating pathways for collaboration to develop strategies supporting the engagement of international undergraduate students across a broad range of CCEL programming.
- You will work under the supervision of a CCEL Engagement Advisor. This role creates opportunities for facilitation, event planning, project management, program delivery, evaluation, relationship building, public speaking and student advising.

Responsibilities:

- Coordinate logistics and provide facilitation for CCEL co-curricular events and activities that increase international student awareness of social and environmental issues, and involvement in social change action, such as CCEL's student leadership opportunities, Social Impact Labs and other programming.
- Conduct CCEL student recruitment across campus to increase awareness and engagement of the international student population, including undergraduates in the International Scholars Program (ISP), and IMES (International Major Entrance Scholarships).
- Provide facilitation and administrative support for CCEL workshops (including mandatory activities for ISP students) such as: Community Action-Self Exploration, Asset-Based Community Development, Roots of Change, Ethics of Change making, and other workshop topics.
- Provide student advising and support the administration of CCEL grants to encourage international undergraduate students to transform their collaborative community project ideas into action.
- Advise, provide support, and ensure timely response to international undergraduate students participating in, or seeking to participate in CCEL initiatives or programs; prior, during, and post-program engagement, highlighting the value of CEL experiences.
- Provide support to community partner agencies to effectively harness the strengths and assets of international students.
- Support the data collection, tracking and analysis of participation in CCEL co-curricular activities, and assist in the development of evaluation tools to inform and enhance CCEL programming to meet the needs of international undergraduate students.
- Prepare presentations, briefing notes, program and outcome reports, and other documentation as required.
- Promote CCEL programming and events through emails, social media promotions, classroom announcements, educational booths, campus networking, and other communication vehicles to activate international undergraduate students in community engaged learning opportunities.
- Contribute to the development of creative communications content and other marketing collateral to effectively engage international undergraduate students.
- Provide administrative and logistical support including arranging meeting bookings, managing Zoom meeting technology, in-person event set up/tear-down, taking meeting notes/minutes, and other related tasks.

- Build networks and maintain relationships with international undergraduate students, CCEL program participants, community partners and other stakeholders through clear, professional oral and written communication.
- Attend and participate in regular CCEL meetings, and support team decision-making by providing a student voice on CCEL initiatives and programs.
- Complete other activities and tasks as assigned.

Qualifications:

Given the nature of this role, this position is open to **international undergraduate** co-op students with lived experience, who have shown a strong ability to succeed at learning, with some experience in facilitation, leadership, student engagement, and project management. The successful co-op student should also be committed to supporting community impact, and student learning and skills development outcomes. This position will be based at the UBC Vancouver campus.

Required qualifications:

- Current UBC student, residing in Canada and in good academic standing, preferably in 3rd year or higher.
- Project management skills with demonstrated ability to organize, plan, and deliver a variety of activities and events for diverse audiences.
- Public speaking skills, and proven experience in the facilitation of programs, meetings, consultations, and large-scale events with a philosophy of practice and style, as well as proven strategies for effective participant engagement.
- Enthusiastic and motivated to engage with diverse audiences (e.g. international undergraduate students, staff, faculty members, community partners and stakeholders) in group settings including online, one-on-one, or over email/phone.
- Knowledge of Metro Vancouver communities, and interest in learning about community development and organizations.
- Demonstrated understanding of, and experience working with community partners and students as co-educators.
- Demonstrated versatility in writing for different audiences and mediums, such as program and outcome reports, website and social media content, professional e-mail correspondence and more.
- Openness to learning by asking critical questions, ideating solutions, and being receptive to feedback.
- Strong teamwork and interpersonal skills.
- Ability to maintain accuracy and pay close attention to detail in budgets, spreadsheets, databases, and other documents.
- Ability to prioritize, multi-task and meet deadlines for simultaneous projects.
- Ability to be adaptable and flexible to changing timelines, demands and priorities.
- Ability to take initiative, be resourceful, proactive, and self-directed.
- Proficiency in Google Suite (Google Drive, Docs, Sheets, Forms), and Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Experience with social media sites (i.e. Facebook, Instagram, Twitter).
- Competence with graphic design platforms such as Canva, as well as with Adobe programs, Qualtrics, Venngage, Campaigner and CRM is an asset.

- Previous experience with community experiential learning (CEL), community volunteering and advocacy an asset.
- Ability to work flexible hours when necessary, some evening and weekend work may be required.

Skills Development:

Through this position, we anticipate that the successful co-op candidate will enhance or gain skills, experience and knowledge in the following areas:

Project Management

- Development of skills to manage projects and other initiatives, implementing systems to ensure smooth progression of work and promote organizational memory. This includes program administration, evaluation, data management and reporting.
- Planning, coordination and development of events and activities tailored to diverse audiences of varying sizes, employing a broad range of methodologies.
- Enhancement of technical skills including Google Suite and Microsoft Office Suite, as well as social media and web content management software.

Communication

- Enhancement of presentation, facilitation and public speaking skills.
- Development of customer service skills, addressing the needs of international undergraduate students through appropriate and timely response.

Community Engagement

- Create greater awareness of complex community issues, both locally and internationally.
- Greater understanding of community development, university affairs, and community-university engagement and partnerships.
- Contribute to the development and strengthening of CCEL, and relationships in the broader community, through proactive and effective outreach.
- Effective liaison skills, providing informal referrals to connect international undergraduate students with other UBC resources and supports.

Equity, Diversity and Inclusion

- Practice equity and inclusion by intentionally creating an open learning environment, and embracing diversity, individual perspectives, histories and their narratives.
- Development of the capacity and tools to embed equity and accessibility into documents, language, events, activities and practices.

Leadership

- Thinking critically through issues, and taking initiative within the assigned portfolio of work to promote impact.
- Act as an ambassador for the Centre for Community Engaged Learning (CCEL).
- Recognize and voluntarily step-up to take charge when opportunities arise.

Teamwork and Collaboration

- Gain experience working as part of a team, independently, and with supervision to achieve project and Centre goals.
- Consult across the team to inform vision and practice.
- Collaborate inter-departmentally, across faculties, and with student groups/clubs.
- Self-reflection on how one's working style impacts individual and team dynamics.

Reporting Structure: The Engagement and Impact Assistant Co-op will report to, and is directly supervised by a CCEL Engagement Advisor. The student will also work closely with other staff within the UBC Centre for Community Engaged Learning, partner units, faculties and schools across campus, as well as a broad range of student groups.

Professional Development: Continuous and intentional learning is critical to professional growth and the long-term value of this co-op experience. As a component of the role, the co-op student will participate in an onboarding process, facilitation training, accessibility training, and ongoing mentorship and feedback. Opportunities for professional development also arise throughout the year. With support from the supervisor, the student will design a professional development plan to account for personal learning objectives, career goals, and to enhance skills and capacity building. These opportunities include attending HR training sessions, networking with campus colleagues, interdepartmental workshops, and access to online courses.

Performance Review: A formal review will be conducted twice during the work term - once at the midpoint, and once at the end of the contract.

Remuneration: The salary for a full-time position will be \$3200/month, which does not include deductions (Canada Pension Plan, Employment Insurance, and Worker's Compensation), and covers the period of the work term. Some evening and weekend work may be required.

Consequences of Error: As a student employee for the UBC Centre for Community Engaged Learning (CCEL), providing accurate and appropriate information is important. Errors in the accuracy or nature of information can result in a negative experience for students, faculty, staff and community partners. If concerns or complaints arise as a result of the Engagement and Impact Assistant Co-op, the supervisor will discuss relevant matters with the student as they arise. The Engagement and Impact Assistant Co-op will be given two opportunities to improve performance, and incidents will be documented in a personnel file.

Should a single incident be deemed severely unethical or improper, this could result in the immediate end of your employment.

Background Information: Mission Statement: The team at the Centre for Community Engaged Learning (CCEL) hold knowledge and understanding of experiential education and ethical community engagement. We catalyze, design, and implement opportunities for the application of disciplinary knowledge to societal issues by collaborating with diverse university and community stakeholders.

Vision Statement: Informed, educated, and resilient citizens activating meaningful change.

Values: Reciprocity; Innovation; Collaboration; Ethical Engagement; Adaptability.

