

POSTING

IMPACT APPRENTICE

Temporary Full Time (35 hours per week) - Until March 31, 2019

Social Innovations Hub Project

In coordination with the Impact Producer of Immigrant Services, this position seeks to support all aspects of Social Innovations Hub Project, to ensure that the goals and objectives of project are met. In partnership with InWithForward, this position will be part of a team that establishes an R&D infrastructure within Options that sustains experimental culture and practice.

This position may require work outside the normal office hours, including occasional evenings and weekends.

Location: Social Innovation Centre (13969 100 Avenue, Surrey)

KEY DUTIES AND RESPONSIBILITIES

- Apprentice will provide support to Impact Producer in areas of user research, writing user profiles, and will aid in creative process of prototyping design with users
- Will aid in managing calendar and schedule of project and will have direct contact with client users in scheduling interviews, meetings, and workshops
- Will aid in administrative tasks such as helping to organize receipts, mileage expenses, and other administrative duties related to project
- Works closely with direct supervisor Impact Producer to support in project goals.
- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Works closely with contractor InWithForward in order to meet project outputs and outcomes and to administer project deliverables efficiently and effectively.
- Works collaboratively with Immigrant Services program managers and staff, especially in activities that relate to project deliverables.
- Ensures that accurate project and client records are maintained, that confidentiality is a priority, and that all pertinent requirements and documentation is complete.
- Ensures that the project meets or exceeds contract objectives.
- Provides reports as required.
- Provides input for the development of new improved program(s) in consultation with the Impact Producer and Senior Manager of Immigrant Services.
- Facilitates planning of project activities and events.
- Participates in the development of proposals for new contracts.
- Performs other related duties as required.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/21/2018

OCS Posting #:A21228

QUALIFICATIONS

Education, Training, and Experience:

- Minimum 2 years experience in a community based non-profit society;
- Bachelor's degree or relevant combination of education and experience
- Second language required; third language an asset
- Demonstrated cross cultural experience;
- Basic level First Aid (as required)

Job Skills and Abilities:

- You are a curious person. You are comfortable asking open questions and prompting conversations.
- You must listen to people and observe their practices, all while noticing their settings and collecting relevant documents.
- You're a big thinker who can facilitate reflection, write down notes, take pictures, and discuss possibilities of future interventions with clients.
- You are able to liaise with all kinds of people and make both clients and stakeholders feel comfortable, welcome, and that they are heard.
- Be highly motivated and flexible to complete tasks/duties/daily maintenance in a timely manner.
- Commitment to problem solving approach
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations
- Ability to identify sensitive issues and maintain confidentiality
- No relevant criminal history. Verified good character and sufficient reference history to verify this requirement
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Valid Driver's License and reliable vehicle an asset
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [November 28, 2018] but the posting will remain open until filled and will close without notice.

HOW TO APPLY: Send your application to **Alysha Baratta**, Impact Producer, at alysha@inwithforward.com with the subject line 'Designer - Hiring Committee' and include a cover letter clearly indicating the posting number [#A21228], outlining your qualifications and related experience for the position.

No phone calls please.

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