2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CHIL1 - Community Consultation and Liaison Coordinator (CCLC)

DEPARTMENT NAME: School of Child and Youth Care

CONTACT NAME: Alison Gerlach or Caroline Green

JOB DESCRIPTION:

Supervised by the Graduate Program Chair, the Graduate Program Assistant and working with CYC faculty, the Community Consultation Liaison Coordinator (CCLC) will help facilitate research and consultation activities related to revisions of the CYC graduate program. Key activities include:

1. Researching, Collating and synthesizing relevant documentation and data.
2. Undertaking an environmental scan of similar programs in Canada and internationally.
3. Collaborating on key deliverables including and not limited to; Terms of Reference for a Community Advisory Board, a protocol for Faculty and community consultation, a summary report/presentation and other tasks assigned by the Graduate Program Chair or Program Assistant.
4. Assessing where there may be gaps in research and consultations and identifying these pieces.
5. Engaging and consulting with Faculty and community members and recording findings.
6. Coordinating meetings and recording minutes.
7. Liaisoning between communities, individuals and the School, as needed.

QUALIFICATIONS:

Strong written and verbal communication skills, ability to work with MS Word and Excel. Practice and/or educational background in a human service field. Abilities to work with equity seeking groups and experience of working in community with families, children and youth an asset.

JOB LOCATION ON-CAMPUS: Office space available in SCYC.

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: type here / optional field, delete if not applicable

HOURS AVAILABLE: 200

HOW TO APPLY: Please submit CV and a letter of introduction to Caroline Green (scycgrad@uvic.ca)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM

For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php