

Outreach Assistant

Volunteer position, 4-8 hours per week, Reconciliation Canada, North Vancouver, BC

Position Overview

The Outreach Research Assistant is a volunteer position that will provide support to the Outreach team. The role will assist with researching community organizations and building databases. The successful candidate will engage members of the public in the renewal of relationships among Indigenous peoples and all Canadians, furthering the vision of Reconciliation Canada.

Deliverables & Duties

Walk for Reconciliation

- Research contacts in Vancouver (schools, organizations, businesses, community groups, etc.) to be invited to the Walk for Reconciliation in Vancouver, September 2017
- Help build two robust databases of all contacts in Vancouver
- Assist Outreach Manager with other research and strategy like tasks as they arise

Communications

- Communications with all contacts in database, including calls and emails

Booths

- Research and registration to key events and festivals to host booths throughout the summer
- Raise awareness of Reconciliation Canada initiatives at community events across Greater Vancouver by staffing Reconciliation Canada booths

Online Portal

- Research information of reconciliation activities taking place Canada wide
- Assist in developing a proposal to putting the above information into use

Skills & Experience

- Strong research skills
- Basic experience in administration, including data entry and file management
- Strong written and verbal communication skills, comfortable making phone calls
- Competency in Microsoft Office, specifically Outlook and Excel
- Reliable and dependable and a commitment to quality
- Access to email, the internet and transportation around Greater Vancouver
- Must have use of own laptop
- Passion, integrity, and energy!

Time Commitment: 4-8 hours per week

Term: March 2017 – September 2017, with possibility of extension

Location: Reconciliation Canada Office with possibility of working remotely and Community events across Greater Vancouver

Reports to: Outreach Manager

Together, we can achieve a shared understanding, shared resilience, and a shared tomorrow.

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Benefits & Recognition

- Personally contribute to the reconciliation process through participation in Reconciliation Canada initiatives
- Meet and work with like-minded people on a common goal of importance to our nation
- Build on research, communication and outreach skills
- Inspire positive change and make a difference to the future of Canada

To apply, please send your cover letter and resume at volunteer@reconciliationcanada.ca by Monday, March 20th, 2017.