



## **Employment Opportunity**

**Position Title:** PROTECH Community Engagement Program Associate

**Part time position:** 21 hour/week for a one-year contract, with potential of renewal until March 2022

**Remuneration:** \$28/hour

### **Reporting relationship:**

- Report to PROTECH project manager
- Under the guidance of the PROTECH Community Engagement Working group chaired by the PROTECH Community Engagement PI lead

### **Responsibilities:**

1. Coordinate townhall /focus groups:
  - Coordinate different PROTECH work-group/committees to plan and conduct community townhall meetings, focus groups or consultation sessions for different priority target populations
  - Coordinate and conduct documentation and data collection of the above activities
  - Support knowledge exchange activities based on ideas generated from the above activities
2. Outreach and promote community engagement initiatives:
  - Coordinate the meaningful deployment of volunteers to contribute to community engagement and mobilization activities of PROTECH
  - Mobilize affected target communities to share their lived experiences and resilience responses to the COVID-19 pandemics through different components of the PROTECH project
  - Support coordination of planning activities to develop new collaborative community initiatives in response to emerging needs
  - Support documentation and data collection of collaborative community partnership initiatives of PROTECH
3. Monitor emerging social issues and promote community engagement activities on PROTECH website and related online presence:
  - a. Work with media and website content management work groups to monitor social issues and update related media contents of our website.

- b. Work with community engagement workgroup members and volunteers to generate social issues related stories to be published on Protech website.

**Qualifications and Skills required:**

- Graduate degree in health and social science and 2 years related work experiences or equivalent combined academic and work experiences
- Demonstration of understanding of anti-oppression, empowerment and capacity building frameworks
- Demonstrated knowledge and experience in community outreach, engagement, needs assessment & mobilization activities with Chinese, Asian and/or racialized communities
- Demonstrated knowledge and experience in event and project planning, promotion and coordination
- Demonstrated skills in working with diverse stakeholders in teamwork setting
- Demonstrated skills in delivering time-sensitive project outcomes
- Demonstrated knowledge and experience in community-based research with quantitative and qualitative data collection and analysis
- Demonstrated strong communication and writing skills for different media platforms
- Computer and online technological literacy including Microsoft Office, Usage of Dropbox, google documents, zoom and other video conferencing platforms
- Fluency in written and spoken Chinese language an asset

For further information about Project PROTECH, please consult our website at [www.projectprotech.ca](http://www.projectprotech.ca). Project PROTECH is committed to employment equity and encourages applications from Indigenous peoples, racialized minorities, people with disabilities, and people of all sexual orientations and gender identities. Project PROTECH offers a competitive salary and benefits in the non-profit sector.

Project PROTECH thanks all applicants for their interest. Only applicants who meet the requirements will be contacted for an interview.

Please send 1 attachment (cover letter and C.V.) with your name and position title you are applying in the subject line by Friday June 12, 2020 to: [job@projectprotech.ca](mailto:job@projectprotech.ca)