

## Community Activator Summer Student Job Number: 51293

Up to 2 temporary full-time positions for **4 months**, intended specifically for students currently enrolled in a recreation, education, commerce, computer science, human ecology, arts or related post-secondary degree program, commencing in **May 2025**

The Safe Mobility Section provides leadership toward the City of Edmonton's efforts to achieve Vision Zero, zero traffic-related fatalities and serious injuries, by 2032. Endorsed by City Council in 2015, this work encompasses transportation and city-building efforts from across the corporation, as outlined in the Safe Mobility Strategy 2021-2025.

Reporting to the Community Activation Team Lead, you will work within the Planning and Community Activation Unit. This Unit delivers Community Activation programs (Vision Zero Street Labs and Safe Speeds Toolkit) to the community, provides data and analysis within the Safe Mobility Section, and engages in research and policy development. This is an exciting opportunity to support the Community Activation programs, which are growing in interest throughout Edmonton. These programs help ensure a liveable and inclusive city, where citizens have an active voice in making our streets safer and more livable.

This role works with other City staff and external partners including residents and community organizations to assist in communicating information, coordinating materials, assisting with projects and events, and supporting services that respond to the needs of the community regarding matters of safe mobility.

### As a part of the team, you will:

- Prepare materials ahead of Street Lab installations and arrange delivery to distribution sites;
- Monitor inventory of materials used, inventory control of existing program materials
- Assist Community Activators on installation days and perform site visits;
- Support Community Activators in working with the public at community engagements;
- Assist with project administration such as On-Street Construction & Maintenance Permit & traffic control arrangements;
- Assist with data coding and analysis
- Identify potential program and project issues and support the Community Activators in their response; and,
- Help evolve Community Activation programming

### Qualifications:

- Currently enrolled in a Recreation, Education, Commerce, Computer Science, Science, Human Ecology, Arts or related post-secondary degree program
- Experience using Google Workspace applications

### Assets:

- Administrative experience such as data entry, taking meeting minutes and use of spreadsheets
- Customer service experience and handling inquiries from the general public
- Experience interpreting survey data
- Experience using GIS
- Class 5 Drivers Licence (or provincial equivalent)

### Skills Required for Success:

- Flexibility to work in both an indoor office setting, outdoor on-site work and travel to multiple locations across the city
- Excellent oral and written communication skills
- Excellent time management and organization skills
- Excellent customer service skills
- Confidence to work independently and with a team
- A commitment to service excellence
- Commitment to a culture of inclusion and understanding
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

### Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or enrollment verification letter (indicating the post-secondary program you are currently attending). Talent sourced through this process may be considered for similar opportunities within the City
- Hire is dependent upon a Criminal Records Check satisfactory to the City of Edmonton

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact [employment@edmonton.ca](mailto:employment@edmonton.ca). Learn more about our benefits <https://bit.ly/COEbenefits>.

**Hours of Work:** 40 hours per week, Monday - Friday, with the ability to work occasional weekends as required

**Salary Range:** \$21.008 - \$26.737 (Hourly)

**Talent Diversity Consultant:** KD/JR

*Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation*

**Classification Title:** Student Professional

**Posting Date:** Feb 5, 2025

**Closing Date:** Feb 18, 2025 11:59:00 PM (MST)

**Number of Openings (up to):** 2 - Student Position Full-time

**Union:** CSU 52

**Department:** Parks and Roads Services

**Work Location(s):** 16th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers) for information on how to apply