

Neighbourhood Events Liaison Summer Student - Canada Summer Jobs Job Number: 51423

REVISED: Job Description

1 temporary full-time position for 4 months intended for students currently enrolled in an education, community development, recreation, or related post-secondary degree program, commencing in May 2025

Reporting to the Parkland Usage and Events Committee of Neighbourhood Services Section in the Social Development Branch, this position will provide support for the section with respect to special events including: Block Parties, Play Streets and events that utilize neighbourhood park spaces. This exciting work supports community connections and place making at the neighbourhood level, and will provide opportunities for connecting with community event organizers. The position will ensure that City of Edmonton policies and procedures are communicated to external groups that are organizing and staging these high impact neighbourhood events.

Responsibilities Include:

- Receive and review event applications
- Coordinate Block Party and Play Street event material pick up and drop offs for event organisers
- Attend meetings with event organizers
- Communicate requirements, procedures and policies to groups
- Complete necessary administrative functions to provide licenses for Neighbourhood Resource Coordinator to review
- Create communications to internal business units that may be affected by events
- Liaise with multiple Neighbourhood Resource Coordinators that work in the communities that the events are hosted in
- Act as the general liaison between the City and Community
- Attend special events/festivals on certain evenings or weekends and monitor, record and report on event outcomes
- Travel between multiple office and event sites
- Capture community-based animation stories at events
- End of season report including community highlights
- Other related duties as required

Qualifications:

- Currently enrolled in an education, community development, communication, arts, human ecology, recreation, kinesiology or related post-secondary degree program
- Experience using Google Workspace applications or equivalent applications

Assets:

- Experience with recreation, sport or community event organization
- Previous customer service experience

Skills Required for Success:

- Excellent oral and written communication skills, ability to express ideas and concepts effectively
- Excellent organizational and multitasking skills
- Performing assigned tasks and duties outdoors in all weather and environmental conditions
- A commitment to service excellence and continual improvement
- 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 you are enrolled in a related post-secondary degree program). Talent sourced through this process may be considered for similar opportunities within the City
- This position may be a combination of working from home and on-site working conditions with some field work
- Hire is dependent upon a Criminal Records Check satisfactory to the City of Edmonton
- Must arrange own transportation to be reimbursed in accordance with City of Edmonton policy
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance

Note: This position may be partially funded by the Canada Summer Jobs Program provided by Service Canada.

- Candidates must meet the following eligibility requirements to be considered:
 - be between 15 and 30 years of age at the beginning of the employment period;
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Canada Summer Jobs supports program objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market. Priority will be given to applications from candidates who self-identify as:
 - Youth with disabilities,
 - Black and other racialized youth,
 - Indigenous youth, and
 - 2SLGBTQI+ youth

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. Learn more about our benefits <https://bit.ly/COEbenefits>.

Additional Details:

Hours of Work: 40 hours per week, Monday - Friday

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

Talent Diversity Consultant: JY/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: Mar 3, 2025

Closing Date: Mar 16, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Student Position Full-time

Union: CSU 52

Department: Social Development

Work Location(s): Mill Creek Site, 221 Bonnie Doon Mall Edmonton T7C 4E3

Visit www.edmonton.ca/careers for information on how to apply