



JOB POSTING – Community Liaison

Excel Career College is currently looking to hire a Community Liaison, specifically for the Passive Construction Project, held primarily within Malahat First Nation territory.

Details:

Start date: As soon as possible

End date: December 2019

Rate of pay: \$15.60 per hour

Hours: Approx. 10 per week

Job Duties Include:

- Acting as a central contact person for Participants, the Nation and the College during the entire project,
- Distributing project-related news items to community organizations, industry and media throughout the project duration as requested,
- Performing administrative functions as required by the college and maintaining close communications with the participants, the Nation and the college,
- Attending the classroom to check in with students, weekly and as needed during the entire program,
- Reporting on a weekly basis to the Project Assistant on all findings and events,
- When possible, joining the class on industry field trips,
- Photographing all field trips and events and submit photos to the Project Assistant with the weekly reports,
- Other duties identified in full job description upon hiring.

A large part of the Community Liaison's job will be in relationship building and identifying opportunities to enhance students' learning experience.

Position pre-requisites:

This individual should have two or more years' experience in administrative functions and be an eager learner and communicator. This position will also be the advocate for participants with their supervisor/foreman, as needed. Preference would be given to applicants who have one or more years' experience acting as an advocate on other people's behalf. This position will include training and direction from the Project Assistant and project team.

This person will be selected by a recruiting process conducted by the College and will become an Excel Career College employee for the duration of this project, having access to the College's training capacity and voluminous resource library. He or she will be an integral component to the collaborative nature of this project and will foster a strong working relationship among project partners.

To apply, please send an email to admin@excelcareercollege.com with a resume or letter of interest, no later than Friday, May 10, 2019.

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