

Just like CCP's mission statement, we here at EduCare believe that "there's more than just business" and we are passionate about helping low-income groups in practical ways. We plan on presenting career fundamental workshops at local Vancouver shelters for individuals looking to enter or get back into the work force. In addition, our team will be hosting community events and preparing and distributing care packages at the local shelters that aim to lend a helping hand to low-income groups.

As a member of the team, you will get the opportunity to see directly where your hard work and effort goes. You will be working closely with a team of other like-minded individuals that strive to make a difference in the community. The EduCare initiative is a project aimed not only at educating individuals, but more importantly, it is focused on offering a caring hand to someone who may be anxiously hoping for a second chance.

We are currently hiring for the following positions:

Title of Position	Number
External Relations Coordinator	x 1
Workshop Coordinator	x 4
Marketing Coordinator	x 1
Events Associate	x 2

Job descriptions are posted on the following pages.

External Relations Coordinator (1)

Job Description



commerce
undergraduate
society

Title of Position	External Relations Coordinator
Portfolio	EduCare
Service	Commerce Community Program (CCP)
Summary	The External Relations Coordinator is responsible for securing sponsorships for various community events throughout the year as well as contacting and developing relationships with shelters within Vancouver. The External Relations Coordinator will work closely with the Events Associates and Workshop Coordinators in organizing the events and workshops.
Time Commitment	4-5 hours per week
Term of Employment	October 2015 – April 2016
Main Responsibilities	<ul style="list-style-type: none">• Contact and establish strong relationships with various shelters within Vancouver• Secure sponsorships for special events
Qualifications	<ul style="list-style-type: none">• Strong teamwork skills• Strong verbal and written communication skills• Ability to sell and persuade• Cold calling experience is an asset
Application Process	<p>Submit the following information to the EduCare Co-Directors Sarah Lee and Arunima Gupta at educare.ccp@gmail.com in ONE PDF File titled <u>ER.FIRSTNAME.LASTNAME</u></p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing:<ul style="list-style-type: none">○ Why do you want to be involved in EduCare and CCP?○ Why do you think you would be an excellent candidate for the position?○ OPTIONAL: Any ideas or vision of what you hope to execute and achieve <p>Please contact Sarah and Arunima if you have any additional questions or concerns.</p>

Workshop Coordinator (4)

Job Description



commerce
undergraduate
society

Title of Position	Workshop Coordinator
Portfolio	EduCare
Service	Commerce Community Program (CCP)
Summary	The Workshop Coordinators are responsible for leading all aspects of the career fundamental workshops held at various shelters in Vancouver. They will be responsible for developing workshop content, delivering presentations, as well as providing one-on-one assistance at the workshops.
Time Commitment	4-5 hours per week
Term of Employment	October 2015 – April 2016
Main Responsibilities	<ul style="list-style-type: none">• Present career building workshops in teams at community shelters• Create new content and alter existing content for sequential workshops• Maintain relationships with workshop attendees and prepare to answer questions• Provide one-on-one assistance to workshop attendees when necessary
Qualifications	<ul style="list-style-type: none">• Strong teamwork skills• Strong communication and leadership skills• Ability to work under pressure• COMM 202 is an asset
Application Process	<p>Submit the following information to the EduCare Co-Directors Sarah Lee and Arunima Gupta at educare.ccp@gmail.com in <u>ONE PDF File titled WC.FIRSTNAME.LASTNAME</u></p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing:<ul style="list-style-type: none">○ Why do you want to be involved in EduCare and CCP?○ Why do you think you would be an excellent candidate for the position?○ OPTIONAL: Any ideas or vision of what you hope to execute and achieve <p>Please contact Sarah and Arunima if you have any additional questions or concerns.</p>

Marketing Coordinator (1)

Job Description



commerce
undergraduate
society

Title of Position	Marketing Coordinator
Portfolio	EduCare
Service	Commerce Community Program (CCP)
Summary	The Marketing Coordinator is responsible for promoting our events and workshops held at the community centers. These events may include a care package giveaway, community dinner, or other ideas. They will lead 2 Event Associates as well as work with the External Relations Director to secure sponsorship for the events.
Time Commitment	4-5 hours per week
Term of Employment	October 2015 – April 2016
Main Responsibilities	<ul style="list-style-type: none">• Prepare marketing material to promote events• Liaise with community centers to ensure attendance at events• Generate interest in workshops through media tools• Assist in securing sponsorship
Qualifications	<ul style="list-style-type: none">• Strong teamwork skills• Strong organizational and communication skills• Leadership experience• Ability to work under pressure• Prior marketing experience is an asset
Application Process	<p>Submit the following information to the EduCare Co-Directors Sarah Lee and Arunima Gupta at educare.ccp@gmail.com in ONE PDF File titled ED.FIRSTNAME.LASTNAME</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing:<ul style="list-style-type: none">○ Why do you want to be involved in EduCare and CCP?○ Why do you think you would be an excellent candidate for the position?○ OPTIONAL: Any ideas or vision of what you hope to execute and achieve• Please contact Sarah and Arunima if you have any additional questions or concerns.

Events Associate (2)
Job Description



commerce
undergraduate
society

Title of Position	Events Associate
Portfolio	EduCare
Service	Commerce Community Program (CCP)
Summary	The Events Associates are responsible for planning and executing two community events (one each term). These events may include a care package giveaway, community dinner, or other ideas. They will work closely with each other and the External Relations Coordinator in logistical planning of these events.
Time Commitment	4-5 hours per week
Term of Employment	October 2015 – April 2016
Main Responsibilities	<ul style="list-style-type: none"> • Plan and organize two community events • Recruit volunteers if necessary
Qualifications	<ul style="list-style-type: none"> • Strong teamwork skills • Strong organizational and communication skills • Ability to work under pressure • Event planning experience is an asset
Application Process	<p>Submit the following information to the EduCare Co-Directors Sarah Lee and Arunima Gupta at educare.ccp@gmail.com in <u>ONE PDF File titled EA.FIRSTNAME.LASTNAME</u></p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A cover letter describing: <ul style="list-style-type: none"> ○ Why do you want to be involved in EduCare and CCP? ○ Why do you think you would be an excellent candidate for the position? ○ OPTIONAL: Any ideas or vision of what you hope to execute and achieve • Please contact Sarah and Arunima if you have any additional questions or concerns.