

Job Title:	Community Engagement Assistant	Supervisor:	Community Engagement Coordinator
Program Area:	Community Engagement	Funding:	Skills PEI
Language:	English Essential / French an Asset	Position Type:	Temporary Full time-37.5 hrs per week
		Screening:	Criminal Record Check
Requirements:			
Requirement:			
<ul style="list-style-type: none"> Must be a student entering or returning to a Post Secondary Institution in September 2021 			
Skills:			
<ul style="list-style-type: none"> Excellent communication skills Displays high initiative with minimal supervision. Ability to work and collaborate with others effectively. Combines excellent time management skills with the ability to multi-task and prioritize. Must be willing and able to work some evenings and weekends as required. Must be willing and able to wear a mascot costume and walk in parades etc... Drivers License and familiar with military lifestyle an asset. 			
Summary of Responsibilities:			
Reporting to the Community Engagement Coordinator, the Community Engagement Assistant will research effective ways of increasing the community's awareness of the PEI MFRC in addition to methods already in use. Record statistics. Helping to coordinate PEI MFRC participation in all community engagement opportunities throughout PEI, and able to wear a mascot costume is required.			
Responsibilities –			
<ul style="list-style-type: none"> Research community engagement opportunities that the PEI MFRC may participate in to increase community awareness. Participate in all community engagement initiatives wearing a mascot costume. These are primarily on evenings and weekends. Interact with children and families. Record statistics. Engage with the public in person Other duties as assigned. 			
Special Conditions of Employment			
<ul style="list-style-type: none"> Fluent in French language an asset. Able to lift displays and program materials to assist with set up and take down. Able to work evenings and weekends as required. Willing and able to to wear a mascot costume. Drivers license is an asset. Must have a fun and enthusiastic personality. 			
General			
Establish Good Rapport with other MFRC Staff and Volunteers			
<ul style="list-style-type: none"> Assists other staff members in coordinating and participating in various special events. Fosters a positive relationship with co-workers and volunteers therefore respecting their commitment to MFRC programs and activities. Acts as an ambassador by promoting a positive community image of the MFRC. 			
<i>The job duties as stated above are intended as the level of work required by the employee hired for this position. The signatures indicated below outline the employees' understanding and commitment to the assigned job responsibilities. They are not an exhaustive list of all responsibilities, duties and skills required of personnel performing this job.</i>			
Employee:		Date:	
Employer:		Date:	
Edited date:	4 May 2021		