



Position: Indigenous Community Outreach Assistant
Reports to: Director, Interdepartmental New Initiatives
Contract Type: Contract; Full Time (January 18th, 2021 to July 16th 2021)
Closing Date: January 4th, 2021

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a creative individual with experience and/or cultural involvement in a BC Indigenous community (urban, on-reserve First Nations, Métis, or Inuit) and an interest in social media, marketing, public relations and/or community relations. This work experience placement is part of the CreateAction Inclusive Social Innovation program. The Indigenous Community Outreach Assistant will be part of a network of 25 CreateAction participants and will join in regular peer learning and training sessions delivered by the program partners: the Canadian CED Network and the National Association of Friendship Centres.

Job Summary

We are looking to train and mentor an individual who is interested in developing skills in marketing, communications, advertising, social media, community building, Indigenous community engagement, public relations and event planning. The Indigenous Community Outreach Assistant will work with various teams internally to help us plan an event that will take place in the fall of 2021. This new event will be co-created by a group of individuals and organizations including post-secondary institutions, Indigenous organizations and CPABC. The role as Indigenous Community Outreach Assistant is to help us bring this event to life and to its fullest potential. The individual will be tasked to reach out to various stakeholders and participants. The incumbent will help us create a recruitment and promotion campaign. The incumbent will have the opportunity to work as part of a team of experienced communications professionals. In addition, the incumbent will learn social media platforms, marketing and public relations. This event involves several teams from CPABC and will focus on collaboration with individuals, groups and organizations across the province. The Indigenous Community Outreach Assistant will be supported in their outreach and engagement through ongoing training and guidance from staff, and will be under the supervision of the Director, Interdepartmental New Initiatives.

Key Responsibilities:

- Work collaboratively with the Director, Interdepartmental New Initiatives, the internal Event Planning Advisory group, and external stakeholders;
- Assist with booking advisory meetings and sending follow up materials;
- Record action items for future reference, and initiating follow-up as required;
- Input and collaborate on marketing materials (could include video, photography, imagery, webpage, registration, brochure, etc.);
- Event promotion and recruitment;
- Social media promotion;
- Assist with event logistics and co-ordination;
- Assist with event marketing and outreach to Indigenous influencers;

Key Requirements:

We are looking for an individual with connection to or knowledge of Indigenous communities in BC (First Nation, Métis, Inuit – on or off-reserve – urban communities including Friendship Centres) ideally with some experience in community outreach and engagement. The candidate should have creative skills and familiarity with Microsoft Office applications. We will be providing the successful candidate with the tools and technology needed for this role. This is a remote position that will allow the individual to work from home in their community within BC. The incumbent should be self directed with the ability to organize, plan, and prioritize deliverables. This work experience placement is part of the CreateAction Inclusive Social Innovation program, which is funded by Employment and Social Development Canada (ESDC) under their Youth Employment and Skills Strategy (YESS) Program. The YESS Program is a federal program which stipulates the qualification and recruiting criteria as specified by federally-issued



guidelines. To be eligible to participate in the CreateAction program, individuals must meet the following criteria:

- Be between 15 and 30 years of age (inclusive) at the start of placement;
- Be a Canadian citizen, permanent resident, or a protected person as defined by the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada;
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations;
- Be experiencing one or more barrier to employment; and
- Be not in education, employment or training (NEET).

Those recognized to be experiencing barriers to employment include youth who are Indigenous, Black, radicalized, LGBTQ2S+, newcomers to Canada, francophone, and/or live with a disability. Applicants should indicate that they experience a barrier to employment in their cover letter.

Funded by the Government of
Canada under the Youth
Employment and Skills Strategy



Why join our team? CPABC offers a balanced and flexible work environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

If this job outline describes you, please email your résumé and cover letter with salary expectations to HRCPABC@bccpa.ca. This position will remain open until filled.

CPABC is an equal opportunity employer and selects the most qualified people based on job-related qualifications, regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, gender expression, gender identity, sexual orientation, or age. We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 37,000 CPA members and 5,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020.