

Job Posting

Edmonton

Community Activator, Indigenous Summer Student - Canada Summer Jobs Job Number: 49245

2 temporary, summer opportunities from May to August 2024 intended specifically for students currently enrolled in a recreation, education, kinesiology, arts or related post-secondary degree program, commencing in the fall of 2024

The City of Edmonton is committed to hiring a diverse workforce that is reflective of the community we serve. In alignment with our guiding frameworks, [The Indigenous Framework](#) and [The Art of Inclusion](#), we are committed to the journey of reconciliation, and will continue identifying and removing the systemic barriers that exist for Indigenous people in gaining employment with the City of Edmonton and creating career development opportunities for Indigenous employees. As part of this commitment, preference will be given to Indigenous applicants. If you are Indigenous, we encourage you to self-identify in your application.

The Safe Mobility Section provides leadership toward the City of Edmonton's efforts to achieve Vision Zero, zero traffic-related fatalities and serious injuries, by 2032. Endorsed by City Council in 2015, this work encompasses transportation and city-building efforts from across the corporation, as outlined in the Safe Mobility Strategy 2021-2025.

Reporting to the Community Activation Team Lead, the successful candidate will work within the Planning and Community Activation Unit. This Unit delivers Community Activation programs (Vision Zero Street Labs, Vision Zero School Kit, and Safe Speeds Toolkit) to the community, provides data and analysis within the Safe Mobility Section, and engages in research and policy development. This is an exciting opportunity to support the Community Activation programs, which are growing in interest throughout Edmonton. These programs help ensure a liveable and inclusive city, where citizens have an active voice in making our streets safer and more liveable.

This role works with other City staff and external partners including residents and community organizations to assist in communicating information, coordinating materials, assisting with projects and events, and supporting services that respond to the needs of the community regarding matters of safe mobility.

As a summer student you will:

- Prepare materials ahead of Street Lab installations and arrange delivery to distribution sites
- Monitor inventory of materials used, inventory control of existing signs, and budget tracking for Street Labs
- Assist other Community Activators on installation days, perform site visits and review plans to monitor proper installation of feature labs
- Work with the public at community engagements
- Assist with On-Street Construction & Maintenance Permit & traffic control arrangements
- Identify potential program and project issues and support the Community Activators in their response; and,
- Help evolve Community Activation programming

Note: This position is eligible for a hybrid work arrangement, where work will be required at the Edmonton Tower at a minimum of 2 days per week.

Qualifications:

- As per the Indigenous Summer Student Program, candidates selected must be Indigenous (First Peoples of Canada), First Nation, Metis, Inuit or Non-status
- Currently enrolled in a Recreation, Education, Kinesiology, Arts or related post-secondary degree program

Assets:

- Experience using Google applications such as gmail, docs, sheets and slides
- Ability to work independently and make decisions in the absence of a supervisor
- Demonstrated ability to manage multiple tasks with multiple elements, with attention to detail
- Previous engagement experience with internal and external partners
- Experience in program development or coordination

Skills Required for Success

- Oral and written communication skills
- Ability to work independently and with a team
- A commitment to service excellence
- Commitment to a culture of inclusion and understanding
- Alignment to our [Cultural Commitments](#)
- Alignment to our [Leadership Competencies](#)

Conditions of Employment

- Flexibility to work in both an indoor office setting and outdoor on-site work
- Ability to work the occasional evening and/or weekend, depending on the needs of the project
- Valid Alberta Class 5 driver's license (or provincial equivalent). Obtaining and maintaining a City Driver's permit is a requirement of this position

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 start of the employment
- 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,
- Indigenous youth, and 2SLGBTQI+ youth

Hours of Work: 40 hours per week, Monday - Friday, with the ability to work occasional weekends as required

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.

Salary Range: \$19.749 - \$25.135 (Hourly)

Recruitment Consultant: AY/JR

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the [Art of Inclusion: Our Diversity and Inclusion Framework](#).

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

Classification Title: Student Professional

Posting Date: Mar 20, 2024

Closing Date: Apr 2, 2024 11:59:00 PM (MDT)

Number of Openings (up to): 2 - Student Position Full-time

Union : CSU 52

Department: Parks and Roads Services

Work Location(s): 16th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

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