



# Big Brothers Big Sisters

## OF VICTORIA CAPITAL REGION

### Community Engagement Assistant

### Job Description

Posted May 2025

#### ABOUT THE AGENCY

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**Big Brothers Big Sisters of Victoria Capital Region (BBBSV)** is a not-for-profit, charitable organization whose mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. Many children and youth in Canada struggle with societal barriers and face adversities such as detrimental living conditions, family violence, risk factors for mental health, school issues, and identity challenges. With the guidance and support of a mentor, these risks can be reduced or even avoided, and youth are reminded that they can be anything they dream of being. The organization's mandate is to make a difference in the lives of children by promoting their self-esteem, expanding their opportunities, and providing them guidance and support through long-term, one-on-one relationships with caring adult or teen volunteers. We work with more than 1,000 children annually, offering seven different programs across southern Vancouver Island. The agency is funded by grants, donations, fundraising events, and the social enterprise to meet the priorities of the agency.

The team at BBBSV is passionate about making a difference and applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our staff, co-op/practicum students, and volunteers.

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated, and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

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*Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Lək̓ʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.*

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230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** [main.victoria@bigbrothersbigsisters.ca](mailto:main.victoria@bigbrothersbigsisters.ca)

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR0001



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### THE POSITION

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Reporting directly to the Director of Development, the Community Engagement Assistant is responsible for supporting the Director of Development. The position will provide the candidate with hands-on experience in community engagement in a not-for-profit setting.

### ACCOUNTABILITY & REPORTING STRUCTURE

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The Community Engagement Assistant will report directly and be mentored by the Director of Development, with support from other team members. Based on their interests, and with the opportunity for adjustments through the process, all will be explored under the scope of this position.

### OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

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Big Brothers Big Sisters Victoria Capital Region is seeking a highly motivated and experienced Community Engagement Assistant to join our team to help us achieve our goals. Working with a team, the Community Engagement Assistant will support the Director of Development.

- Responsible for supporting community relations activities and initiatives
- Engaging with our current Community partners and working together to plan, market and execute engagement activities, including briefings, coffee meetings, presentations and events.
- Facilitating new partnerships with local service providers on Vancouver Island, appointed to deliver a series of community functions and activities.
- Attending all Community events to engage with volunteers, other charities, community partners, sponsors, staff and board of directors.
- Support stewardship projects, including updating acknowledgement letters, making phone calls, sending emails, including new templates and ensuring our information is accurate.
- Perform, research and contribute to strategies for prospective individuals, corporations and charities to form new relationships.
- Create and maintain records in the database
- Undertakes any secondary taskings (administrative) and responsibilities deemed necessary for a robust Community Engagement program

### QUALIFICATIONS

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- **Between the ages of 15-30 (Canada Summer Jobs requirement)**
- **Canadian citizen or permanent resident (Canada Summer Jobs requirement)**

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- Some post-secondary education in business, entrepreneurship, marketing, finance/accounting, or philanthropy.
- Knowledge of a non-profit work environment
- Experience in Marketing and or/communications
- Strong computer and administrative skills, Office 365 programs, and databases.
- Excellent time management and organizational skills; able to multitask and handle multiple priorities
- Strong attention to detail
- Ability to work with a small team
- Police record check, including vulnerable sectors check, will be required of successful applicants.

### LEARNING OBJECTIVES

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- Project and Task Management
- Leading and Influencing Others
- Organizational Awareness
- Data and Systems Management

### TERMS OF EMPLOYMENT

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- Salary: \$20 per hour
- Full-time contract (35 hours per week), hourly contract position for 8 weeks
- Contract dates: Tuesday, May 20, 2025, to Tuesday, July 15, 2025

### HOW TO APPLY

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Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed, and qualified applicants contacted for an interview. For consideration, **complete applications must be submitted before Monday, May 12, 2025**, to [main.victoria@bigbrothersbigsisters.ca](mailto:main.victoria@bigbrothersbigsisters.ca), attention: Emma Kirkland, Director of Development.

Three references are required.

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