



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

Specialist, Emergent Response & Partnerships
Community Impact & Investment
Regular FT
BRITISH COLUMBIA

About Us - Why We're Here:

More than ever before, BC Communities need help addressing critical social issues. Working in Central and Northern Vancouver Island, Lower Mainland, Thompson Nicola Cariboo, Southern Interior, Trail and District and East Kootenay, United Way BC exists to deliver positive impact for lasting change.

Our mission is to strengthen vital connections that support people in need in our communities.

Our vision is to create a healthy, caring, and inclusive community.

How do we deliver on our mission and vision? By delivering resources and support for those who need it most, and by living our values of being collaborative, compassionate, strategic, responsive, accountable, and inspiring.

For a more in-depth look into our work and programs, please visit: www.uwbc.ca

About You:

As a **Specialist, Emergent Response & Partnerships**, you will have experience in community engagement and development as well as relationship management. You have a broad understanding of community-based crisis response and resiliency development. You have education and/or experience in strategic planning.

You bring at least 5 years of experience in a relationship development role which includes involvement in emergent response and strategy development. You have advanced communication skills including writing and public speaking.

You live in the Shuswap region and have an understanding or direct experience working in the Thompson Nicola Cariboo and Southern Interior regions.

You will be responsible for the development of an Emergent Response initiative in and around the Shuswap Lake specifically those affected by the 2023 Bush Creek Wildfire. You will support both settler and First Nation communities on both sides of the Shuswap Lake with specific focus on Adams Lake Indian Band, Skwłax te Secwepemculecw, Scotch Creek, Sorrento, Celesta, Magna Bay, Anglemont, Sorrento and Salmon Arm.

Main Responsibilities:

Relationship Management

- Coordinates capacity building, knowledge sharing, and reporting for emergent response initiatives as identified by the Director and as identified in government deliverables.
- Works alongside First Nations, local agencies, municipalities, and other partners to support emergency preparation and emergency response planning as it relates to inclement weather events.
- Liaises between UWBC, partner organizations and community agencies, providing information and organizational development assistance.
- Understands, follows, and works to develop UWBC's indigenous engagement strategy.
- Implements engagement strategies and tactics that ensure consistent and open communications, and mutual understanding of mandates and goals within emergent response work across the organization.
- Participates in mobilizing community networks that are prepared to respond in emergency situations.
- Develops and maintains and builds relationships with agencies, service providers, community representatives, volunteers, government representatives and other funders.

Community Engagement & Development

- Work to identify areas of growth around resiliency and support within communities.
- Understands complexities of indigenous engagement and is adept at developing relationships with indigenous partner organizations, including First Nations
- Identifies opportunities and facilitates dialogue on justice and equity across project teams and works toward team comprehension and implementation of these principles.
- Designs community engagement opportunities which mobilize and develop community leadership during and after emergent needs and/or natural disasters.
- Identifies and creates engagement activities to understand evolving community needs and aspirations.
- Implements co-created solutions to community challenges including but not limited to developing/supporting a volunteer infrastructure and strengthening local partnerships & collaborations.

General

- Provides guidance and sets standards and priorities, assigning work, removing barriers, and ensuring goals are met.
- Writes reports and briefs for a variety of internal and public audiences, including the UWBC Board, Community Investment Indigenous Priorities, and senior management.
- Presents at various forums, representing the organization.
- Performs other duties related to the qualifications and requirements of the job.

Desired Experience/Skills/Knowledge

Core Competences:

- Strong project management skills (e.g., planning, implementation, coordination, risk management, follow-up, reporting), including ability to collaborate with a diverse range of stakeholders in order to ensure successful and timely completion of projects.
- Strong organizational, analytical, problem solving, and time management skills including the ability to understand the broader implications of plans and activities.
- Proven proficiency with relevant technology (databases, spreadsheets, project management tools, word processing etc.) including the Microsoft Office suite of tools.
- Strong organizational, analytical, reporting and time management skills with the ability to understand and communicate the broader implications of plans and activities.
- Facilitation and group problem-solving skills.
- Excellent written, verbal and interpersonal communication skills.
- Ability to exercise a high level of tact and discretion in both internal and external interactions.
- Ability to motivate others and work as a team leader.
- Ability to work on multiple projects and responsibilities concurrently.
- Ability to work effectively under pressure, be responsive and meet deadlines.
- Previous experience working in rebuilding communities and crisis response.

Experience/Education

- Minimum five years of relevant experience must include experience in research, analysis, and report and proposal writing.
- Experience in engaging communities in asset building activities and mobilizing resident action to solving community issues.
- Direct organizational development, program management, and social planning experience.
- Experience with the social/not-for-profit, desirable.
- Project management experience and experience working with volunteers at various levels throughout the community.
- A college degree is required.

Working Conditions

- A valid driver's license required.
- Some work outside of business hours to attend meetings/events will be required
- Ability to lift 20 lbs.

Accountability

- This position reports to Emergent Response Manager and works closely with the Community Impact & Investment Team.

The following lines are for the People & Culture Department	
Approved By:	Director, Community Impact & Investment
Date Approved:	March 16, 2023
Reviewed by JEC:	March 16,2023
Last Updated:	November 7, 2023