



The Edmonton Neighbourhood Watch Program Society
#4, 11630 Kingsway, Edmonton, Alberta T5G 0X5

Social Programs Officer Job Posting

Job Description

The Edmonton Neighbourhood Watch Program Society develops, implements and manages crime prevention programs designed for use by individuals. The organization's activities are geared towards building safer communities through the provision of crime prevention programs and education that raises awareness and encourages inclusion and participation.

The Edmonton Neighbourhood Watch is a proud recipient of a Federal Government grant under the Canada Summer Jobs Program with the Department of Service Canada. The Edmonton Neighbourhood Watch is looking for a Social Programs Officer to plan, organize, and deliver the organization's programs. The successful candidate will lead all programs and work collaboratively with the management team to meet the social, cultural, and personal development needs of the community.

Title: Social Programs Officer (two positions available)
Status: Full-Time position to be filled
Wage: \$15/Hour
Location: Edmonton, Alberta
Work Terms: Weekdays, possible weekends (Total of 9 weeks of employment, 30 hours/week), between June 15, 2021 – February 26, 2022.
Open to: Citizens and permanent residents of Canada.

***Interested Candidates must be of an age between 15 – 30 years old according to the
Canada Summer Jobs Program Guidelines***



Responsibilities

Reporting to the Board of Directors, the Social Programs Officer will be responsible for:

- Building and maintaining relationships with key stakeholders.
- Oversee research and analysis of major policy issues based on priorities.
- Oversee and support the preparation and dissemination of analytical reports and statements on policy for dialogues, presentations, public statements and publications.
- Work with staff and community members to obtain community input and engage the community on key policy issues.
- Represent Neighbourhood Watch in strategic partnerships and collaborations and attend to all program enquiries.
- Collaborate with the Board of Directors in providing leadership to the Marketing coordinators and build synergies between programs through regular meetings and problem solving.
- Ensure quality of reports and proposals as well as fulfillment of all program accountability requirements.
- Responsible for the planning and managing of various programs.
- Perform other duties as required.

Required Qualifications

- At least one year of relevant work experience in a team management role
- Effective leadership skills with a strong focus on program development and management
- Demonstrated success developing and evaluating program models and selecting successful innovative programs for operationalization.
- A demonstrated understanding of community development, community-led sustainable change, systems change and program logic models.
- Strong research and critical-analytical skills, policy analysis skills and project management skills, resulting in measurable successes and programs growth.
- Candidates must have valid Criminal Record Check for the Vulnerable Sector
- Valid driver's license an asset
- Excellent oral and written skills in English

Required skills and knowledge

- High energy, self-starter
- Experience and/or desire to work with a variety of people in different settings.
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities
- Able to problem solve effectively.

For inquiries and to submit your resume to enwsecretary@enwatch.ca

Application submission Deadline: May 30, 2021