

**Position Title: Program and Community Engagement Support****Organization:** Thrive-4-Blacks Community Services Society Community Services Society**Job Type:** Part-Time, Hybrid (32 hours/week)**Duration:** 16 weeks**Hourly Rate:** \$18/hour**Location:** Surrey, BC

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**Role Summary:**

Thrive-4-Blacks Community Services Society is seeking a motivated and community-minded Program and Community Engagement Support Assistant (Youth) to help coordinate youth programs, engage partners, and build strong community connections. This position supports our cultural, leadership, and literacy-focused initiatives while helping to mobilize kids, youth and volunteers for meaningful participation.

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**Key Responsibilities:****Program & Youth Engagement**

- Support the delivery of youth-led and youth-focused events, including storytelling, arts, cultural programs and Youth Leadership Forum amongst other programs.
- Coordinate activities that promote learning, mentorship, and community belonging.
- Recruit and engage youth and volunteers from local schools and community groups.
- Assist with informal learning programs such as conversation circles and literacy sessions.

**Community Outreach & Event Support**

- Help promote upcoming events and workshops through outreach and partner engagement.
- Represent Thrive-4-Blacks Community Services Society at community events and assist with logistics and materials preparation.
- Build relationships with local youth-serving organizations to boost awareness and participation.

**Administrative Support**

- Track attendance, volunteer participation, and program feedback.
  - Assist in preparing reports and summaries on program activities.
  - Maintain organized records of outreach, logistics, and client engagement.
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**Qualifications:**

- Strong interest in community engagement, youth development, or nonprofit work
  - Comfortable engaging with diverse community members and working collaboratively
  - Reliable, organized, and proactive in outreach and coordination
  - Able to work both independently and in a team
  - Good written and verbal communication skills
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**Eligibility**

- Aged 15–30 at the start of the role
- Canadian citizen, permanent resident, or person with refugee status
- Legally entitled to work in Canada
- Underemployed (working below your skill level or part-time)
- Not an immediate family member of Thrive-4-Blacks Community Services Society staff

**Priority will be given to qualified applicants who identify as one or more of the following:**

- Young people with an immigrant background
  - Canadian youth from visible minority communities
  - Youth in official language minority communities
  - Aboriginal youth
  - Youth with disabilities
  - Young Canadians in remote areas
  - Young Canadians experiencing barriers to employment
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**Work Environment:**

Hybrid – 1 to 2 days per week in-person at our Surrey office, located at 301- 10334 152A St.,  
Surrey, BC V3R 7P8

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