

Job Title	Community Engagement & Outreach Specialist, Provincial Employment Strategy for Youth with Disabilities
Position Type	Full time
Location	Victoria (Hybrid)
Hours	35 hrs per week
Start Date	April 14, 2025
End Date	Sept 30, 2025
Salary	\$60,000 - \$64,000 per contract year prorated* *Salary will be prorated for the contract period of 6 months
Reports to	Program Manager
Closing Date	Mar 23, 2025, 11:59 PM PST* *Applications will be reviewed on a rolling basis so please apply early
Application Instructions	See How to Apply section below Please note: Applications that don't include a resume and cover letter will not be considered for an interview.

Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming the lives of individuals with cognitive and physical barriers. Our technologies and programs have earned recognition for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, development,

policy, applied research, supported employment, and partnership development. Beyond our expertise, we are a passionate community committed to creating a world where everyone can thrive and contribute.

What sets us apart?

Innovative Solutions: CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

Collaborative Spirit: We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

Our vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: www.canassist.ca.

Join our team as a Community Engagement & Outreach Specialist!

The Community Engagement & Outreach Specialist will drive awareness, participation, and user engagement for the Provincial Employment Strategy for Youth with Disabilities and its associated tools.

This role will be responsible for public engagement, outreach strategy development, feedback collection and coordinating user participation to ensure effective adoption.

The successful candidate will build relationships with youth, service providers, educators, employers, and community organizations, developing communication channels and engagement strategies that promote the self-serve tool and related resources.

Your responsibilities

Outreach & Awareness Building

- Develop and implement a public engagement strategy to promote the self-serve tool and employment strategy resources.
- Build and maintain relationships with youth-focused organizations, disability advocacy groups, educators, service providers, and employers.
- Utilize social media, digital marketing, community events, and partnerships to increase awareness and participation.
- Create accessible, compelling outreach materials to communicate the benefits of the self-serve virtual tool and other strategy tools and resources.

User Engagement & Coordination

- Identify and onboard youth participants and key partners to test and use the self-serve tool and other strategy related tools.
- Coordinate and facilitate user engagement sessions, focus groups, and feedback loops to ensure the tools meet community needs.
- Support early adoption by responding to user queries.

Feedback Collection & Continuous Improvement

- Collaborate with the Evaluation & Impact Specialist to gather structured feedback from users.
- Track engagement trends and provide insights on barriers, motivators, and best practices for outreach.
- Adjust engagement strategies based on data-driven recommendations to maximize participation and tool adoption.

Stakeholder & Partner Collaboration

- Work closely with ESYD Program Manager, internal teams, community organizations, government partners, and advocacy groups to align engagement efforts.
- Represent CanAssist at events, conferences, and community meetings to share insights and encourage tool adoption.
- Provide input into project reports by demonstrating engagement impact and user growth.

Required qualifications and experience

- Community Engagement & Outreach: Experience in community outreach, stakeholder engagement, or public relations, preferably in disability inclusion, employment support, or education.
- Communications & Marketing: Strong ability to develop engaging outreach campaigns across multiple channels (social media, events, partnerships, etc.).
- User Coordination & Facilitation: Experience working directly with diverse user groups, particularly youth with disabilities and employment service providers, educators and employers.
- Education: Bachelor's or Master's degree in Communications, Public Relations, Social Sciences, Community Development, or a related field.

Other preferred qualifications:

- Experience leading public engagement initiatives for social-funded projects.
- Knowledge of youth employment strategies and accessibility best practices.
- Strong facilitation skills with the ability to gather user insights and translate them into actionable recommendations.

Required soft skills

- Communication skills
- Empathy and cultural sensitivity
- Relationship building
- Team collaboration
- Adaptability and flexibility
- Creative thinking and problem solving
- Time management and organization skills

Perks

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Hybrid work environment (currently min of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

Diversity, equity and inclusion

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

How to apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

It's important that interested candidates apply using the following steps:

1. Create a resume and cover letter
2. Save the file as one PDF document with the following naming convention:
"LastName_FirstName_Position.pdf"
3. Email the PDF document to canassistadmin@uvic.ca with ESYD Community Engagement & Outreach Specialist in the SUBJECT line.

Once we receive your application, our team will carefully review it. If selected, you'll be invited to participate in a series of interviews. Additionally, top candidates may be asked to do a skills test.

We are excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]



We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact canassistadmin@uvic.ca.