



## JOB POSTING April 2026

### Internal & External Posting

**Position Title:** Drop in Assistant (20 hours/ week)

**Reports to:** Executive Director or designate

#### **Program Description:**

Community Connections Outreach and Development, serve a diverse population through its services and support. This position is key in creating a welcoming environment where people can come to have a bite to eat, socialize, and get assistance to ensure their basic needs and wellbeing.

#### **Job Description:**

This position will assist the Community Outreach and Development program staff by assisting with food prep, setting up for activities and outings, answering phones and other administrative tasks, and supporting people to meet their service request needs, providing referrals, or scheduling appointments.

This is a part-time contract position at 20 hours a week, corresponding with other programs such as food recovery collection, healthy aging team, food bank distribution times along with drop-in.

In this position, you will play a vital role in supporting our programs by assisting with food preparation, organizing social activities, handling administrative tasks, and providing essential support to individuals seeking services. Your work will correspond with other program schedules, including food recovery collection, food bank distribution times, and drop-in sessions.

#### **Key Duties and Job Responsibilities:**

1. Create an inclusive atmosphere, ensuring all clients, visitors, and professional partners feel welcomed and valued upon arrival.
2. Efficient telephone management, professionally handling incoming calls, redirecting them as necessary, and accurately recording messages.
3. Support Food Preparation and Setup: Assist in preparing food and arranging setups for various programs and events.
4. Address Public Inquiries: Responsibly respond to general inquiries from the public, accurately recording relevant information as needed.
5. Coordinate Drop-in Center Services: Facilitate preparations for Outreach Drop-in Centre Services on Tuesday (13-16) and Thursday (10-13).
6. Manage Client Records: Maintain organized client tracking forms and database entries to ensure accurate records.





7. Maintain Cleanliness and Refreshments: Keep office and lobby areas tidy, ensuring a welcoming environment, and replenish coffee supplies as needed.
8. Update Information Materials: Regularly refresh posters, community resource information, and reading materials to keep clients and visitors informed.
9. Appointment Scheduling: Efficiently schedule appointments as required, while also coordinating with staff schedules and locations for optimal efficiency.

**Occupational Competencies:**

1. Ability to relate to all individuals in a professional, non-judgmental, considerate manner.
2. Excellent organizational and communication skills.
3. Effective time and general management skills.
4. Ability to work independently and as part of a dynamic team.
5. Ability to work professionally, collaboratively and respectfully with community and agency personnel and people of all abilities.
6. Reliable, consistent, and mature.

**Qualifications:**

- High School Diploma.
- Criminal Record Check.
- Experience in a non-profit will be considered as an asset.
- Experience working in a front desk position will be considered as an asset.
- Having a valid Food Safe Certificate will be considered as an asset.
- Having a valid Class 5 Driver's License will be considered as an asset.
- Must adhere to health and safety requirements.

**Wage:** In accordance with the Community Connections Wage Grid, starting at G1-level 1, the first 975 will be paid at \$22.84 and then at step 2, it will be increased to \$23.94 per hour.

**Hours:** Part-time, 20 hours per week contract expiring March 31, 2027. This contract may be extended for an additional year.

**Schedule:** Tuesday: 8:30-16:30, Wednesday: 8:30 to 15:30 and Thursday: 8:30 to 15:00, with 30 minutes unpaid lunch. Operational needs may cause minor modifications to the schedule.

**Location:** Community Connections Outreach Centre, 416 2nd St West.

**Closing Date:** Open until filled.

**Start Date:** June 2nd, 2026

*If you are looking for a fun and challenging position working with a team that offers support to others while preserving dignity for all we would like to see your resume!*

**Applications must include a current resume with a cover letter stating your qualifications and education for the posted position**

Apply now [online](https://community-connections.ca), via email [hr@community-connections.ca](mailto:hr@community-connections.ca) or in person.





## Community Connections is a CARF accredited organization

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Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee, you embrace Community Connections' values, vision and mission while treating individuals as leaders in their own lives; you contribute to an environment of continuous learning and seek to join a professional, compassionate and supportive workplace.

### **Mission Statement:**

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

### **Values Statements:**

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

#### ***BELONGING:***

We value belonging by creating an environment where people are seen and heard.

#### ***COLLECTIVISM:***

We work together to support equitable well-being.

#### ***INTEGRITY:***

We demonstrate integrity through relational accountability and commitment.

#### ***CREATIVITY:***

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

### **Vision Statement**

People belong and are supported by our high quality, responsive, and socially-just services.

### **2022-2025 Strategic Goals:**

#### ***SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)***

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

#### ***SERVICE EXCELLENCE***

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

#### ***INTRA-ORGANIZATIONAL NARRATIVE***

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

#### ***ORGANIZATIONAL VALUES***





**Community  
Connections**  
REVELSTOKE SOCIETY

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

**ADVOCACY**

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

