

Community Engagement and Production Officer

Kingdom Acts Foundation

Job ID
36424

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LOCATION	DATE POSTED	EXPIRY DATE	
10704 City Parkway, Surrey, BC British Columbia	12-03-2025	03-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 34.62	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Kingdom Acts Foundation is seeking a Community Engagement and Production Officer.

This position is permanent, full-time; \$34.62 per hour and 40 hours per week.

How to Apply:

* Please do not call or apply in person.

Please email resumes to: drude@godwinude.com

OR mail resume to:

Kingdom Acts Foundation
 10704 City Parkway
 Surrey, BC
 V3T 4C7

* Please indicate in your resume whether you are a Canadian citizen, Permanent Resident of Canada or a Refugee Claimant on a valid Work Permit.

Job Description

Duties:

- Provide various social services and professional mentoring to ministries, community leaders, new immigrants, seniors, youths, students, and families;
- Participate in the selection and admission of clients to appropriate programs;
- Meet with clients to assess their progress, give support, and discuss any difficulties or problems;
- Refer clients to other social services or assist clients in locating and utilizing community resources including legal, medical, and financial assistance, housing, employment, transportation, day care and other services;

- Co-ordinate the volunteer activities of human service agencies, health care facilities, agricultural/food production, arts, and sports organizations;
- May supervise social service support workers and volunteers.

Requirements:

- Secondary school completion is required;
- Completion of college or university program in social work OR minimum 1-2 years of work experience in a not-for-profit and social service environment as a volunteer;
- Marketing experience is an asset;
- English language ability is required;
- Must be willing to work overtime and weekends.