



### **BC Crime Prevention Association - Job Posting**

Position	Part Time	Provincial Coordinator for Citizen Patrol Network
Scope	<p>The mandate of this position is to promote, coordinate and support members of the provincial Citizen Patrol Network. This includes a comprehensive understanding of the structure and partners within the network. This individual will seek creative ways to engage programs in networking and learning opportunities relative to the field. The position offers independence &amp; problem solving opportunities within established guidelines. Primary job functions include:</p> <ul style="list-style-type: none"><li>• Report preparation</li><li>• Prepare and manage British Columbia Citizen Patrol Network program budgets</li><li>• Liaise with network partners while encouraging on-going communication and participation of established programs</li><li>• Promote and encourage provincial participation in the BCCPN programs to police and municipal agencies not currently involved</li><li>• Support coordinators with program start –up</li><li>• Support coordinators with marketing and workshop materials</li><li>• Coordinate workshop registrations</li><li>• Conduct customized presentations &amp; workshops</li><li>• Attend industry forums &amp; tradeshows to promote BCCPN Programs</li><li>• Act as the Provincial media liaison for BCCPN Programs</li><li>• Attend regional committee meetings and act as meeting recorder where requested or appropriate</li><li>• Provide direction &amp; guidance to volunteers &amp; practicum students</li></ul>	
Knowledge & Skills	<p>It is essential that the successful candidate possesses the following knowledge &amp; skills, in the performance of this position</p> <ul style="list-style-type: none"><li>• Ability to conduct industry surveys and analysis of data relative to the field</li><li>• Familiarity working with municipal and police personnel</li><li>• Working knowledge of tools and resources to support front line programs</li><li>• Team &amp; relationship building skills</li><li>• Presentation skills</li><li>• Organization skills</li><li>• Oral &amp; written communication skills</li><li>• Report &amp; grant writing and evaluation skills</li></ul>	



#### Mandatory Requirements

- University degree or equivalent work experience
- Valid BC drivers license

The successful candidate will be required to undergo a Criminal Record and background check.

Part Time Position: \$17.50 per hour

Position Reports to Executive Director

Please submit resumes to [info@bccpa.org](mailto:info@bccpa.org)

Submission Deadline Friday April 23 2010

*Note: Potential of combining this part time position with a second part position as Provincial Coordinator of Crime Fee Multi Housing Program.*