

## **Position Available: Summer Student Job Program (9 Weeks)**

### **Canadian Home Builders' Association of BC (CHBA BC)**

#### **Communications and Office Assistant (Full-time)**

**Start date:** May 2017

#### **Job Summary**

The Communications and Office Assistant will provide direct communications assistance to CHBA BC for the various programs offered by the association, including: environmental programs, advocacy, continuing education and events. He/she will also support the launch of a new Data Management System and contribute to developing a revised website for the association.

The key to this role is the ability to work well with others within a small office environment. All staff members contribute to office administration duties, and the successful candidate will be adaptable and able to take initiative.

The student duties may include, but are not limited to:

- Assisting with revision of our communications and social media plan
- Supporting social media content creation for several topics, such as energy-efficiency in the home building sector, renovation tips, and other relevant home building information.
- Assisting with other forms of online consumer outreach for association events, including environmental programs, education courses, industry seminars etc.
- Assisting with reviewing and creating new content for the association's website.
- Supporting event coordination requirements, and attend local events and education seminars as needed.
- Assisting with administrative duties related to environmental programs offered by CHBA BC, including delivery of ENERGY STAR®, R-2000, EnerGuide, and Built Green.
- Other office administration duties as needed, including basic reception duties and label printing.

#### **Why join us?**

Our association is the voice of the residential construction industry in British Columbia. We are a not-for-profit membership organization that supports and advocates for members on provincial-level issues. CHBA BC offers a variety of programs that include the Georgie Awards®, environmental initiatives such as R-2000, ENERGY STAR®, EnerGuide, continuing education and panel discussions. Through nine local home building associations in the province, we represent more than 1,800 members. Our staff of five works as a team and are ready to assist each other as needed to ensure we provide and deliver value to members. The successful candidate will be personable, efficient, organized, and able to take initiative and thrive in a smaller office environment.

Our ideal candidate will have the following traits:

- Be bright and energetic
- Strong communication skills

- Strong computer skills with Outlook, Excel, Word and database management
- Time management skills and can manage several projects concurrently
- Performs well under tight timelines
- Excellent interpersonal skills with the ability to participate in a team environment
- High proficiency in English

Funding for this position is through the Canada Summer Jobs Grant. The successful candidate must be returning to full-time studies in September 2017 to be eligible for this position.

**Does this sound like a position for you? Apply now.**

To apply, please e-mail a cover letter and résumé to [jobs@chbabc.org](mailto:jobs@chbabc.org). Please include “**Summer Student**” in the subject line.

We thank all applicants for their interest. However, please be advised that only those selected for an interview will be contacted.

**About the Canadian Home Builders' Association of BC (CHBA BC)**

The Canadian Home Builders' Association of BC is the voice of the residential construction industry in British Columbia, representing more than 1,800 member companies through an affiliated network of nine local home building associations. The industry contributes over \$19 billion in investment value and creates 137,000 jobs – making it one of the largest employers in the province.

The Canadian Home Builders' Association is one association representing the residential construction industry and serving members at three (3) levels; CHBA (national office in Ottawa), CHBA BC and our affiliated local home building associations. When members join their local association, they automatically become members and are a part of the CHBA Association network at the provincial and national level.

**1. Local level.** The local home building associations represent members on municipal government issues, hold monthly meetings, industry seminars, professional development, networking events, golf tournaments and many have an awards program. Members have many opportunities to have their voice heard by government, make business contacts, stay informed and build recognition with consumers.

**2. Provincial level.** CHBA BC represents members on a wide range of provincial government regulations and policies – from codes and standards to health and safety, education and taxes. Our government relations activities provide an active voice for the residential construction industry on issues that can affect the industry and consumers. Our committee structure allows members to be involved in their association to help shape policy and initiatives. We are also a BC Housing approved provider of Continuing Education and a leader in providing education to the building community.

**3. National level.** CHBA in Ottawa represents and serves the entire membership of 8,500 from coast to coast advocating the interests of the housing industry with the federal government and inter-governmental bodies. CHBA prepares economic reports, organizes an annual national conference, national awards for housing excellence program and a day on Parliament Hill where members meet federal government Members of Parliament to discuss housing issues.