



## Advocacy Specialist

**Title:** Advocacy Specialist

**Reports to:** Wellness & Advocacy Manager

**FT/PT:** Full-time

**Permanent/Temporary:** Temporary (until June 2023) with possibility of extension

**Wage:** Starting at \$58,365

### **Who We Are.**

Would you like to help post-secondary students in their educational journey? BCITSA's Advocacy & Wellness team an opening for an Advocacy Specialist! The Wellness & Advocacy department provides unbiased information and guidance about to students about their rights and responsibilities while also aiding them in focusing wellness while they are on campus! Our services range from workshops and one-on-one appointments to both in-person and virtual. We offer flexible working hours and competitive benefits. Plus, we've got office dogs and fish!

### **The Position.**

The Advocacy Specialist is a vital member of the Wellness and Advocacy department at the BCIT Student Association. You are responsible for facilitating the advocacy process with students for academic and non-academic issues from a holistic, wellness-centered, and health promotion lens. You analyze situations, assess needs, provide information, and guide students through the necessary processes, all with an emphasis on student wellbeing, personal/academic success, empowerment and personal responsibility. You engage in proactive outreach to facilitate connections between students and related services. You uphold a strict standard of ethics to ensure privacy is protected. You maintain case files and destroy historical files, as per legislation. You are also active in policy discussions with the BCIT community as it relates to student experience. You build professional and productive relationships with stakeholders in order to facilitate advocacy processes and expand influence. You provide Wellness & Advocacy education based on the Dimensions of Wellness to students, staff and faculty at each of the BCIT campuses. Finally, you will work from a trauma-informed, anti-oppressive, intersectional, and student-centered lens.

More specifically, your key duties and responsibilities will be the following:

- Using a trauma-informed approach, intake new students, analyze situations, assess

needs, and create strategies for moving forward using necessary processes and school-specific practices

- Engage in proactive outreach activities by connecting students with resources and referrals, and educating them on available services (as appropriate)
- Act as a bridge to student wellbeing by collaborating with referral sources, as needed, to streamline students' access to support
- Assist in developing and implementing strategies for promoting department, and identify gaps in service delivery
- Assist in planning, coordinating, and executing a range of educational events, workshops, campaigns, and programs that proactively address and promote student wellbeing based on the Dimensions of Wellness
- Liaise with appropriate BCIT departments to coordinate delivery of events and programs
- Prepare and deliver presentations to promote Wellness and Advocacy services; speak at significant program orientations and tabling events at all campuses

Other related duties are the following:

- Assist in setting department goals and objectives as per the strategic plan
- Assist in developing and improving all relevant documentation, internal policies, and procedures
- Assist in program evaluation and provide Wellness and Advocacy Manager ongoing analyses of program sustainability; make recommendations, where needed, for program adjustments and/or cancellations
- Manage and cultivate authentic relationships with all staff and key internal and external stakeholders, especially related BCIT departments
- Act as a contact point for school-specific issues, as assigned
- Act as student advocate on related committees
- Partake in all training sessions, and maintain proficiency using existing technologies and software used by the department
- Create linkages between student wellness needs and programming delivered through online platforms
- Identify gaps in systems and processes, and suggest strategies for improvement

### **YOU. Our Successful Candidate.**

With a proactive, engaging attitude you are someone who promotes teamwork, communication, creativity, and accountability in line with our culture and objectives. You are positive, innovative, and resourceful in your abilities to support the Wellness & Advocacy team.

In addition, you must have:

- Bachelor's degree in related field (Social Work, Psychology, Community Justice, etc.) or combination of education and three to five years' experience in a social work setting
- Intermediate proficiency using computers, Windows, and Microsoft Office Suite Applications (e.g., Word, Excel, PowerPoint, Teams, etc.)
- Ability to travel between campuses
- Superior written and oral communication skills
- Ability to initiate and sustain mutually beneficial relationships with stakeholders
- Ability to 'think outside the box' and find alternative solutions
- Ability to handle multiple ongoing files at once
- Ability to manage emotions when faced with uncomfortable topics
- Strong ethical intelligence practice
- Must be self-motivated, empathetic, approachable, and self-directed

It would be nice if you had:

- Completed coursework in conflict resolution
- Completed coursework in negotiation
- Completed coursework related to equity, diversity, and inclusion practices
- Understanding of student development theory, post-secondary student wellness needs and best practices
- Proven sensitivity and commitment to the variable needs of students from diverse backgrounds
- Excellent presentation and public speaking skills
- Fluent in an additional language
- Valid BC Driver's license

## Competencies

### Core

- Accountability
- Collaboration
- Communication
- Continuous Development
- Creative Thinking
- Cultural Awareness
- Customer Service
- Entrepreneurship

### Functional

- Analytical Thinking
- Attention to Detail & Accuracy
- Change Management
- Coaching & Mentoring
- Conflict Management
- Digital & Technological Engagement
- Negotiation
- Post-Secondary Acumen

- Leadership
- Organization & Planning
- Problem Solving
- Relationship Building & Networking
- Program Management
- Risk Management
- Student Advising & Advocacy
- Subject Matter Expertise
- Systems & Process Management

### **What You Get in Return.**

We are a fun, dynamic team who are focused on putting forward their best. We focus on collaboration and creating meaningful relationships. Our staff receive discounted parking, 40% off food items, 25% off store items, and free part-time studies courses to name a few benefits.

### **How to Apply.**

Please submit your resume to [jobs@bcitsa.ca](mailto:jobs@bcitsa.ca) with the subject "**Advocacy Specialist**".

*Thank you to all candidates who apply. Only those selected for an interview will be contacted. BCITSA encourages applications regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, gender identity, or age. We value equity and diversity in the workplace, and the positive impact that it has on our teams. Upon receiving an interview, you may request accommodation for any accessibility needs.*

*BCITSA respectfully acknowledges that the land on which BCIT's main campuses are located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Səl̓ilwətaʔ/Selilwitulh (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷ məθkʷəyəʔm (Musqueam) First Nations.*