

4 Vacancies

MANDATE:

- ✳ The Community Engagement Committee is responsible to provide a volunteer resource to assist and support River Valley Alliance (RVA) involvement and participation in local or regional events, projects, public processes and other activities as approved or directed by the Board.

SUBCOMMITTEES:

✳ Public Engagement	✳ Research
✳ Social Media	✳ Speakers Bureau

CURRENT COMMUNITY ENGAGEMENT COMMITTEE ACTIVITIES:

✳ Participate in monthly meetings	✳ Volunteer at events and partner engagement sessions
✳ Contribute content and pictures for social media and promote the RVA on social media	✳ Act as a liaison between the municipality and the RVA
✳ Work on details of events including strategy, volunteers, budget and planning	

REMUNERATION:

- ✳ **NONE** - Committee members serve in a voluntary capacity.

APPOINTMENT TERM:

- ✳ Two-year terms, (from May 1 to April 30) renewable to a maximum of six consecutive years.
- ✳ City of Edmonton Volunteer Management practices include an annual evaluation of board members. *[City Policy C575C]*

TO APPLY:

- ✳ Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)



APPLICATION PROCESS TIMELINE:

Urban Planning Committee of Council serves as the Selection Committee for City of Edmonton RVACEC members. It is anticipated that selection processes will take place on the following (Tentative) dates:

- ✳ May 13, 2018 - Posting Expires
- ✳ May 22, 2018 - Applicant Short Listing
- ✳ Jun 5, 2018 - Candidate Interviews
- ✳ Jun 12, 2018 - Appointment made by Edmonton City Council

QUALIFICATIONS:

- ✳ Demonstrated commitment to the River Valley Alliance goals for the capital region river valley trail system
- ✳ Willingness to take an active participatory role in River Valley Alliance Community Engagement Committee meetings, working committees and projects
- ✳ Demonstrated ability to communicate the mission, vision and objectives of River Valley Alliance to stakeholders
- ✳ Knowledge/experience related to areas including fundraising, environmental education, outdoor recreation, events, marketing and communications, regional municipal interaction and policy development
- ✳ The ability to commit required time:
 - ✳ **6 - 8 hours per month** for Committee meetings, with opportunities to volunteer for additional RVA activities
 - ✳ The River Valley Alliance Community Engagement Committee **meets the second Thursday of each month at 7:30 am to 9:00 am** at various locations in the Capital Region.

EXPECTATIONS:

- ✳ To be an ambassador to RVA communities and stakeholders, champion its plans and activities and represent the RVA.
- ✳ To assist and support RVA involvement and participation in local or regional river-valley centered events, projects, public processes and other activities as approved or directed by the Board.
- ✳ To actively participate in Committee meetings and activities:
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Committee and direction from the Board.
- ✳ To bring together local volunteers, resources, partnerships and potential donors in support of approved RVA projects.
- ✳ To assist the Board and its municipal partners to create increased public awareness, dialogue and support for the river valley trail system.