**Application Package**

For

Erika Infante Pizarro

 Family Programs Facilitator

 Kitsilano Neighbourhood House

 Vancouver, BC V6K 1Y4

By

Jenny Bachynski

English 301 99C Student

March 24, 2019

**Job Advertisement**



**Job Description:**

The Family Programs Assistant will work in collaboration with the Family Programs Facilitator, and under the general direction of the Family Support Worker. The intern will assist with the planning and coordination of the Family Programs, administrative support, as well as outreach strategies to increase awareness and promotion of family programs and event.

Responsibilities:

* Assist with the planning of the Family-drop in and other Family Programs
* Participate in the outdoor Family drop-in (July & August)
* Participate in the Autumn Fair - planning of activities and the day of event
* Support the Family Programs Facilitator with monthly Calendar of Activities
* Support the Family Support Worker with research and admin work
* Assist with set-up, clean-up, and snack prep as well as welcoming families to the Family drop-in program
* Assist with attendance record keeping at the drop-in program and record keeping during meetings
* Engage in outreach strategies to help increase community awareness of Kits House Family Programs
* Assist with graphic design and posters, flyers or other communication materials as needed
* Support with data entry as needed

Kitsilano Neighbourhood House (‘Kits House’), member of the Association of Neighbourhood Houses BC, is a registered non-profit, charity organization dedicated to meeting the needs of those most vulnerable as well as providing an opportunity for everybody in our community to get together and be engaged. We offer many different programs like volunteer-led English Conversation Circles, weekly hot lunches for seniors, childcare and much more. We are the only Neighbourhood House on the Westside and serves many different communities like Kitsilano, Dunbar, Arbutus Ridge and Point Grey.

Our Vision: Vancouver’s Westside is a healthy, vibrant and connected community where everyone thrives

Our Mission: Kitsilano Neighbourhood House creates community for all by connecting people, ideas, and opportunities

**Qualifications**

* Interest in and/or experience working with families
* Basic research and computer skills; graphic design skills an asset
* Knowledge of and experience using Microsoft Suite (excel, word, publisher)
* Ability to work independently and in a team environment
* Resourcefulness and flexibility
* Understands and values the Kits House mission, vision and statement of diversity

**Student Learning Outcomes**

* The student will improve their ability to communicate with diverse groups (including organizations and individuals).
* The student will gain experience in planning and delivery of community engagement activities and events.
* The student will have a better understanding of how grassroots organizations access social capital through community engagement, partnerships and collaboration to connect with and build more resilient communities.
* The student will gain experience in creating promotional materials.
* This position gives a student an opportunity to become more involved in their community and learn about the needs and issues for families.

**Training and Other Opportunities**

During the first month, the supervisor will meet with the student intern weekly to provide an initial orientation, expectations and support. Orientation will include a review of Kits House mission, vision, values and policies, summary overview of the Family drop-in and other Family Programs.

A work plan will be developed by the supervisor to provide a clear framework and project timelines. The intern will be invited to add to the work plan early in the internship to ensure that the goals include opportunities for personal and professional development.

During the second to last month of the internship, meetings may not be as frequent, and this will be determined based on the needs of the project and the intern.

Hours Per Week: 8 hrs/week

Additional Documents: Cover Letter

Will this internship be primarily: In an Office/Professional Setting

Internship duration: 6 months

Anticipated Start Date: May 3rd, 2019

**Work Cited**

*UBC Official Website*. UBC Job Postings, 15 March. 2019, https://ubc-csm.symplicity.com/students/index.php/pid603582?s=jobs&ss=jobs&mode=form&id=97b200774c6ab204d0ab7b22fbc8d596. Accessed 20 March. 2019

1620 West 10th Ave

Vancouver, BC V6I 2R5

March 24, 2019

Erika Infante Pizarro

Family Programs Facilitator

Kitsilano Neighbourhood House

Vancouver, BC V6K 1Y4

Dear Ms. Pizarro,

Please consider my application for the Family Programs Assistant position at Kitsilano Neighbourhood House, as advertised on March 15, 2019 on the University of British Columbia website. Kitsilano was my community for 7 years and programs offered were a large benefit to my own children, so I am fully aware of what your community and staff have to offer.

As per my resume, I studied art and design at the University of Alberta, and completed a fashion arts diploma at Vancouver Community College. As Assistant Buyer at Frocks Modern Bridesmaids for five years, I used creative skills to elevate the business: designing websites and creating promotional materials with Adobe Photoshop and Illustrator, organizing fashion shows, and attending buying trips. Then, as Manager I ran appointments with clients, delegated responsibilities to employees and created healthy client/designer relationships. At Scout Magazine I was a writer and photographer - being a resourceful self-starter was crucial. Working at Kits House would offer me the chance to put my B.A in English literature to use, which will be completed at the end of 2019.

Your position would allow me to work with families and children, which is something I am very passionate about.

Kits House understands the need for safe and engaging spaces for children and infants to thrive. Working as the Family Programs assistant would offer me the chance to practise my skills and help enhance the community.

If my experiences interest you, please contact me by email at jennybachynski@alumni.ubc.ca.

Sincerely,

Jenny Bachynski

Encl. Resume

**Jenny Bachynski**

OBJECTIVE: CHILDREN’S DEVELOPMENT AND LITERACY

1620 West 10 Ave

Vancouver, BC V6I 2R5

**(604) 842 7223**

**jennybachynski@alumni.ubc.ca**

EXPERIENCE

**Working With Children Skills**

MARCH 2015 - PRESENT

* Caring full-time for my own 3 and 1-year-old
* Childcare provider for another 1-year-old child
* Overseeing Children’s nutrition, social development, and literacy
* Participating and volunteering in Vancouver’s Music Together program

**Design/Art Skills**

SEPTEMBER 2005 - PRESENT

* Attending one year at the University of Alberta in the Art and Design Program
* Designed a full clothing collection to graduate from the VCC Fashion Arts Program
* Employed for 5 years as a fashion buyer at Frocks Modern Bridesmaids, which included:

 running fashion shows, attending buying trips, window design, and graphic design

* Designed and created my own line of bags sold internationally
* Created a photography column for Scout Magazine in which I documented different people’s

 fashion around Vancouver

**English and Literacy Skills**

SEPTEMBER 2013 - PRESENT

* Completing my B.A in English literature in December 2019
* Wrote a column for Scout Magazine in which I interviewed up and coming Vancouver

 designer and entrepreneurs

* Participating and volunteering in Vancouver’s Music Together program

**Management/Organization Skills**

SEPTEMBER 2013 - MARCH 2015

* Managed Frocks Modern Bridesmaids for five years, which included: customer relations, client

 relations, appointment booking, managing schedules, hiring and interviewing, and running

 multiple appointments at a time.

* Providing full-time childcare while finishing a university degree

EDUCATION

The University of British Columbia, Vancouver - *Degree*

September 2013 - December 2019

B.A in English Literature

Vancouver Community College, Vancouver - *Diploma*

September 2006 - September 2007

Diploma in Fashion Arts

The University of Alberta, Edmonton

September 2005 - May 2006

One Year in the Art and Design Program

Received the Alexander Rutherford Scholarship

EMPLOYMENT

Designer/ owner - September 2010 - December 2014- Jenny Andrews Leather Goods, Vancouver

Writer/Photographer - September 2011 - May 2012- Scout Magazine, Vancouver

Buyer/Manager- January 2008 - August 2013- Frocks, Vancouver

SKILLS/ INTERESTS - childcare, illustration, drafting, sewing, writing, research, graphic

design, photography, interviewing, children’s literacy, play-based education, child development

COMPUTER PROGRAMS/ TOOLS - Microsoft suite, Adobe Photoshop and Illustrator, Final

Cut video editing, DSLR camera operating, Sewing machine operating, Wacom drawing tablet

REFERENCES - Available upon request

1620 West 10th Ave

Vancouver, BC V6I 2R5

March 24, 2019

Deb Vikars

Owner

Frocks

Vancouver, BC V4O 1B4

Dear Ms. Vikars,

I hope that you are doing well since we last spoke. I am currently looking for new employment and am writing to request your assistance. Working for your company helped me advance my skills as an employee, and with your permission I would be pleased to use you as a reference.

When working at Frocks I felt that my involvement in organizing events, working with clients, and managing the administrative work was something that aided the company. If this is something you would be comfortable speaking to, that would be a great asset in my job search.

If you have any suggestions that would support my job search, they would be welcomed and appreciated. Frocks was such a wonderful work environment and because of that I value your advice as my career progresses.

I have attached my resume so that you can feel prepared, and I will also alert you whenever I have given out your information. If you had the time to participate in my job search, I would be very grateful.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Jenny Bachynski

Encl. Resume

1620 West 10th Ave

Vancouver, BC V6I 2R5

March 24, 2019

Andy Lor

Owner

Scout Magazine

Vancouver, BC V5T 1M4

Dear Mr. Lor,

I hope that you are doing well since we last spoke. I am currently looking for new employment and am writing to request your assistance. Working for your magazine helped advance my skills as a writer, interviewer, and photographer. With your permission I would be pleased to use you as a reference.

Working for your magazine allowed me the chance to highlight local artists and entrepreneurs, and showcased the diverse fashions of the Vancouver people. I was able to sharpen my photography and Adobe Photoshop skills, as well work within tight timelines. If this is something you would be comfortable speaking to, that would be a great asset in my job search.

If you have any suggestions that would support my job search, they would be welcomed and appreciated. Scout offered me an environment to flourish and explore my creative ideas and because of that I value your advice as my career progresses.

I have attached my resume so that you can feel prepared, and I will also alert you whenever I have given out your information. If you had the time to participate in my job search, I would be very grateful.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Jenny Bachynski

Encl. Resume

1620 West 10th Ave

Vancouver, BC V6I 2R5

March 24, 2019

Erika Paterson

UBC Professor

University of British Columbia

Vancouver, BC V1V 1V7

Dear Ms. Paterson,

I hope that you are doing well since we last spoke. I am currently looking for new employment and am writing to request your assistance. Participating in multiple classes that you taught has helped advance my skills as a writer, researcher, and student. With your permission I would be pleased to use you as a reference.

Taking ENG 301 and ENG 470 has given me the chance to improve my professional writing skills, ability to work with peers, and understand the diversity of our Canadian culture. I was able to meet deadlines and apply constructive feedback into my work. If this is something you would be comfortable speaking to, that would be a great asset in my job search.

If you have any suggestions that would support my job search, they would be welcomed and appreciated. Your curriculum and teaching style was significant in my university experience and because of that I value your advice as my career progresses.

I have attached my resume so that you can feel prepared, and I will also alert you whenever I have given out your information. If you had the time to participate in my job search, I would be very grateful.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Jenny Bachynski

Encl. Resume