



JOB VACANCY

JOB TITLE: CONSTRUCTION ASSISTANT
VACANCIES: 1
STATUS: TEMPORARY PART – FULL TIME (8 WEEKS, 28-35 HOURS PER WEEK)
LOCATION: DUNCAN
PAY: \$16 ph

JOB PURPOSE

Looking to make a real difference in your community and get some good practical hands on experience on a live build site at the same time? Established in 1994, Habitat for Humanity Mid-Vancouver Island is a non-profit organisation which brings communities together to help families build strength, stability and independence through affordable homeownership. Using a combination of local contractors and volunteers we use donations of money, materials and skills to build homes for our partner families.

Our current duplex broke ground in May and will be built over the coming months. We are looking for a Construction Assistant to work mostly on-site to support the Build Manager, Contractors and Volunteers. The Construction Assistant will be a hands on position working a Tuesday – Saturday schedule.

Reporting to Build Manager and Executive Director, the Construction Assistant will undertake the following tasks:

- Be the first and main point of contact with Habitat Build Volunteers. Administrate timesheets, distribution of safety equipment and waivers for volunteers.
- Perform build site safety talk to volunteers at the start of each day
- Maintain tools and other equipment, ensuring supplies are fully stocked
- Log daily build activities in Build Binder
- Take and file photographs of build progress and volunteers in action
- Order and run for build materials; water and snacks for volunteers as necessary
- Carry out site clean-up and ensure appropriate storage of equipment
- Occasional travel to head office in Nanaimo may be required
- Other tasks as required

YOUR SKILLS

We are looking for someone with the following skills:

- Trades student or previous construction experience
- Experience working as or with volunteers and confidence in volunteer management
- Attention to detail and ability to multi-task
- Excellent communication skills
- Must have occupational first aid or be willing to take it
- Must have a valid driver's licence and access to a vehicle
- Ability to lift at least 25lb, climb ladders and work outside in all types of weather

CONDITIONS FOR APPLICATION

This position is funded by the Government of Canada through the Canada Summer Jobs program, and candidates must meet the following eligibility criteria:

- Be between 15 – 30 years of age at the start of the employment
- Be a Canadian Citizen, permanent residents, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act: and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- HFHMMVI is an employment equity employer and encourages applications from women, persons with disabilities, visible minorities and Indigenous peoples.

TO APPLY:

Send cover letter and resume clearly explaining why you would be suitable for this position to:

Libby Hunns, Executive Assistant

info@habitatmvi.org

or by mail to 1-4128 Mostar Road, Nanaimo, BC V9T 6C9

CLOSING DATE : 4.30pm, May 30, 2019

*No phone calls please

**Only those who are shortlisted for interview will be contacted