



## **West End – Coal Harbour Community Policing Centre**

1267 Davie Street.

Vancouver, British Columbia V6E 1N4

**604-717-2924 (Office) 604-717-2926 (Fax)**

**[www.wehcpc.com](http://www.wehcpc.com)**

### **Employment Opportunity**

The WEHCPC is an independent registered non-profit organization that works in partnership with the Vancouver Police Department to promote crime prevention and safety through a range of programs, activities and services for residents, businesses and agencies west of Burrard Street. We are seeking qualified individuals for a part time Commercial Liaison Personnel position.

### **Commercial Liaison Personnel**

Under the direction of the Executive Director of the WEHCPC, the Commercial Liaisons will act as the key contacts between the CPC and the more than 750 businesses within the CPC catchment area. The Liaisons will act primarily as representatives of the CPC to the businesses in the core of the neighbourhood, will promote a safer and friendlier environment in the Business Improvement Areas west of Burrard Street, including Stanley Park, and will promote CPC and VPD services to merchants, visitors, and community partners in the area.

The ideal candidates have knowledge of the West End, Coal Harbour, and Stanley Park; are self-motivated, flexible, friendly, work well independently and in a team environment; possess good time management skills; and are approachable and attentive to their surroundings while on duty.

Other training and experiences considered as assets: Second language, First Aid, Customer Service, Public Relations, Sociology/Social Work, Crime Prevention (observation, reporting).

### **General Responsibilities**

- Interact with business managers, providing education and awareness of potential and current crime trends
- Act as eyes and ears for the Vancouver Police Department and provide referral information to help those in need of accessing support (e.g. Vancouver Police Non-Emergency, City of Vancouver 3-1-1)
- Inform staff and proper authorities of all criminal activities witnessed or reported
- Identify locations of graffiti and tagging and report for removal
- Identify locations of illegal dumping and garbage overflow

- Provide information on events and activities which could affect business operations (e.g., road closures)
- Inspect and report unsafe conditions, graffiti and vandalism, and property maintenance issues
- Other related duties as assigned

## **Qualifications:**

Applicants should meet the following minimum requirements:

- Strong interpersonal communication skills, approachable and courteous
- Attentive to surroundings and knowledge of area
- Ability to work well independently and in a team environment
- Self-motivated and the ability to work responsibly with minimal supervision
- Physically fit and capable of walking up to six (6) hours a day outdoors in all weather conditions
- Flexible schedule to work weekends and holidays
- High School Diploma
- Clear Criminal Record Check

## **Scheduling:**

Shifts vary day to day, week to week, and can include evening, weekend, and holiday hours. Up to 20 hours weekly, exclusive of breaks. This is a contract position until March 31, 2021, with possibility of contract renewal.

## **Compensation:**

Competitive hourly wage by industry standards, \$15.00/hr. No additional benefits. The WEHCPC provides equipment, supplies and branded apparel for the program.

## **Applications:**

Please submit resume and cover letter to [executivedirector@wehcpc.com](mailto:executivedirector@wehcpc.com) no later than 6pm, Saturday February 22, 2020. Those who meet qualifications will be scheduled for interviews during the following weeks. Successful applicants will be subject to a Criminal Record Check and Security Review.