

Summer Student(s) – Project Coordinator(s) (up to 3 students)

Job Description

Tasks and Responsibilities:

Work closely with existing full-time staff to:

- Deliver exiting programs and services to age-friendly adults 55+
- Assist with identifying new approaches to enhance existing programs
- Conducting research activities to compile information and data that will be used to introduce new programs and/or assist in improving existing programs and services
- Assist with communication through various marketing mediums (i.e., Facebook, newsletters, emails to members, etc.)
- Assist with preparation of various marketing activities (i.e., Facebook and workshop posters, advertisement design for newsletters)
- Liaise with members and partners on various initiatives within the community (i.e., mental health, age-friendly, employment, leisure activities, etc.)
- Assist in identifying future programming and services that encourages enhanced participation from adults that are under age 55 (contingency planning for future)
- Provide additional support in the absence of full-time staff (i.e., vacation, meetings, training, etc.)

Required Knowledge, Skills and Abilities:

- Appropriate educational background (ideally a current College and/or University student)
- Strong interpersonal skills
- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, PowerPoint, Publisher, Excel, and Outlook
- Ability to work on tight timelines

Other:

As part of the Canada Summer Jobs (CSJ) program with the Government of Canada, you must be between 15 and 30 years of age (inclusive) at the start of employment. Unfortunately, international students are not eligible under this program.

Please send resume and/or Curriculum Vitae to the attention of Rob Lavin at Rlavin@brandons4s.ca

We thank all applicants for their interest; however, **only those individuals selected for an interview** will be contacted

Term:

Deadline for Resume: Thursday, June 9, 2022, at 4:30 PM

Anticipated start date: July 4, 2022

Anticipated completion date: August 26, 2022

Work Week: 35 hours per week

Hourly Rate: \$14 per hour

Reports to: Executive Director