

# **Village Vancouver - SUMMER EMPLOYMENT OPPORTUNITY**

## **Administrative and Programming Assistant**

Village Vancouver is seeking an energetic and organized individual with a passion for community development to assist with administrative and program duties associated with the day to day business and longer term community and environmental goals of this dynamic non-profit society. Please visit our website at [www.villagevancouver.ca](http://www.villagevancouver.ca) to learn more about us.

In compliance with Canada Summer Jobs guidelines, applicants must:

- be registered full-time students during the preceding academic year and have intentions to return to school on a full-time basis in the next academic year
- be a Canadian citizen, a permanent resident, or have official refugee protection status, and be legally entitled to work in Canada
- be between the ages of 15 and 30

### **Qualifications:**

- Interest in community development
- Knowledge of general office procedures
- Possess general computer skills
- Excellent communication skills (written and oral)
- Ability to work with other organizations and people in a collaborative manner
- Experience working, studying, or collaborating with people from diverse cultures and economic backgrounds
- Familiarity with the Strathcona neighbourhood an asset

### **Projects & tasks may include:**

- Staffing the office and light maintenance
- General administrative tasks
- Working with the Executive Director and Treasurer in the office and the field
- Promoting Village Vancouver programs and projects
- Assisting in preparing the annual report
- Participating with grant writing
- Website maintenance, upgrades and updates. Technical experience a plus
- Assisting with Car Free Day and other events such as workshops and other Village Vancouver activities
- Helping produce the Newsletter
- Maintaining mailing lists

- Working on Memberships drives
- Other tasks as needed

**Rate of Pay:** \$15.00 per hour + 4% in lieu of vacation

**Job Duration:** 7 weeks at 35 hr/wk between June 13th-August 8th, 2018

**Location:** Field House office in Strathcona Park.

**Deadline for Applications:** Please submit a cover letter indicating your interest in this position and your eligibility for employment, and a resume, including three references and their contact information, by email to [ross@villagevancouver.ca](mailto:ross@villagevancouver.ca) by 9 am Tuesday, June 12th, 2018.

We thank all applicants for their interest. Only those selected for an interview will be contacted.