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JOB OPPORTUNITY: SUMMER STUDENT 2017

Educational Resource Development Assistant

The Gateway Status of Women Council is a “grass roots” women’s organization. We continue to lobby for service and change and work towards improving the quality of life for women and their families through equality and social justice.

We invite qualified post-secondary students to apply for the position of “Educational Resource Development Assistant.” The position is for 7 weeks (35 hours per week) between June and August 26, 2017 at the rate of \$10.75 per hour.

Interested applicants are asked to submit a resume and cover letter by 4:30pm on May 22, 2017. Resumes may be emailed to gpw@nf.aibn.com or dropped off at the Gateway Women’s Centre (4 Anderson Lane, Channel Port aux Basques).

The Educational Resource Development Assistant will be responsible for:

- Updating and developing educational/ resource materials (brochures, powerpoint presentations).
- Assist with event planning including handout/information package development.
- Network as required with other community agencies and organizations
- Assist Women Centre staff with research and information gathering, as required, to aid clients.

Qualifications:

- Demonstrated ability to work independently and be self-motivated
- Excellent research and organizational skills
- Excellent oral and written communication skills
- Proficiency with Microsoft Office Suite (Powerpoint)
- High degree of professionalism and confidentiality
- Demonstrated interest in feminist issues an asset

Terms and Conditions:

This position is funded through Canada Summer Jobs. Interested students must meet the terms and conditions outlined on the CSJ website including, must be between 15 and 30 years of age (inclusive) at the start of employment; registered as a full-time student during the preceding academic year; intend to return to school on a full-time basis during the next academic year; is a student in secondary, post-secondary, CEGEP (Quebec Only), vocational or technical program; is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. We are committed to equity and equality and welcome applications from aboriginal students, LGBTQ students, racially marginalized students and students with disabilities.