



PAGE ONE WRITERS

59 North Main Street, Suite 2

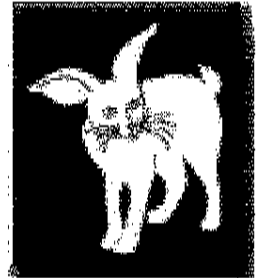
Deer Lake, NL A8A 1X1

(709)635-4090

Fax: (709)635-4450

Email: pageone@nf.aibn.com

Facebook: Page One Writers



We are a non-profit group located in Deer lake. We are looking to hire two students for the summer. We would like it if you can help us spread the word of these jobs.

I have enclosed a copy of our advertisement.

Thank you in advance.

Page One Writers

Page One is excited to announce that we are hiring two students this summer. The students must be accepted for post-secondary school in the fall. The closing date for applications will be May 24, 2018.

EVENT COORDINATOR

8 weeks

35 hours/week

Student will help organize our yearly event Summer Voices integrating author and artist presentations participating in an open mic event. The coordinator will advertise events with posters, social media, and personal contact. These events will involve people of all ages.

The student will work in a fast-paced office under supervision. The student is required to give a weekly report.

Student must be accepted for post-secondary school in the fall.

OFFICE ASSISTANT

8 weeks

35 hours/week

Student will work with others to develop a summer program to involve people of all ages. A Drama background will be an asset. Duties will include general office such as word processing and basic bookkeeping as well as occasional janitorial work.

The student will work independently and as part of a team.

Student must be accepted for post-secondary school in the fall