



SEEDS Connections – Canada Summer Jobs Student Position - 2017

Marketing, Project and Research Assistant

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

This position is for 9 weeks at 30 hours per week, \$15 per hour, with flexible dates (between May 15 and August 26, 2017). We are an equitable employer and welcome applicants of diverse backgrounds and physical abilities.

Job Description:

The position will require that the individual:

- be involved in a variety of projects that are planned for this summer, which **require flexibility, organization, detail orientation, independence, thoroughness and strong computing skills**
- work closely with a project team of educators and staff
- be involved in reporting on the impact assessment of Aboriginal engagement and learning that results from participation in a SEEDS Connections Program
- collate, evaluate and report on student surveys and feedback from our programs
- create a "150 Impacts of SEEDS Connections" campaign
- aid in the planning and organization for a possible November CONNECTIONS Alumni student Forum
- assist with the design and set-up of a social media strategy to work with alumni of our educational programs
- in conjunction with the team, help build SEEDS Connections funding capacity and strategy to ensure our long-term viability as a not-for-profit organization
- conduct research, document and investigate organizations that may be potential supporters of SEEDS Connections
- learn and update our CiviCRM database of students and schools
- use MS Office Word, Excel, PowerPoint and CiviCRM (database tool) in their daily work
- be involved in for day to day general office activities (including office correspondence such as letters, email, courier and mail management)
- respond to email and phone call requests for SEEDS Connections information and resources

Requirements:

Willingness to learn; Effective interpersonal skills; Flexible; Accurate; Excellent oral and written communication; Client focus; Dependability; Reliability; Organized

Students from several faculties would gain work experience from this position:

Social Work – students in this area will learn about designing and conducting research studies in the Area of diversity and aboriginal studies

Business – students in business would gain skills in the areas of research of fund development and operation of a small non-profit business

Arts – students in communications, media, Canadian studies, etc would be interested in the development of e-media, research and reports writing as well as the human diversity aspect of our work

Education – our programs fit the Alberta Curriculum and would provide a great learning environment for future educators interested in high school diversity and leadership studies

Other Information:

- Initially, the student will be given an introduction to the work of SEEDS Connections, our policies and procedures, the office environment, duties and behavioural expectations, etc. They will have interaction on a regular basis throughout the day with the supervisor(s) and be encouraged to ask questions and request support. Opportunities for learning new skills will be made available throughout the work term, based on the interest and skills of the individual.

- Some time will be set aside regularly for working with the student on learning about education, diversity, energy, environmental, operational, research, fund-raising, not-for-profits or other topics of interest to them.

- We will encourage the student to bring forward creative ideas and propose solutions to issues they encounter and we will provide encouragement and feedback on their progress on any projects in which they are participating.

Please send your resume and a cover letter to info@seedsconnections.org.