



Job Posting: Community Events Assistant

Type of Employment: Summer Position – Full time position is open immediately

Rate of Pay per hour: \$15.00

Closing Date: When the position has been filled

Start Date: June 14th, 2021 (Pending Funding)

The Community Events Assistant will have some knowledge and experience with Inclusion and Disability. Must be able to build relationships with community, and other stakeholders. Have a background that is familiar with events and planning and implementation.

Duties:

- Will collaborate with the Inclusion Foothills Team
- Knowledge and education on events
- Experience in planning, and implementation of events
- Ongoing engagement/networking of business and community promoting Inclusive Environment
- Coordinate, and implement as needed
- Follow policies and procedures pertaining to Inclusion Foothills organization

Minimum Requirements as per Canada Summer Jobs:

- a) Is between 15 and 30 years of age (inclusive) at the start of employment**
- b) Is a Canadian Citizen or permanent resident. Foreign Students are not eligible**

Must have:

- Be motivated to ensure inclusion is the focus of all work
- Knowledge of Disability Resources: Physical, cognitive, cultural
- Must be self-motivated, have experience and an awareness of event activities, implementation etc
- Research and Analysis skills
- Strong organizational, leadership, and interpersonal skills
- Excellent written and oral communication skills, experience in assessing skills, problem solving and strong Computer Skills
- Must possess a valid Alberta Driver's license and access to a reliable vehicle
- Provide recent Criminal Record check with Vulnerable Sector, Child Intervention Check and references
- Preference given to those who have post-secondary studies in Business Public Policy, Business Administration or Human Services

Type of Employment:

- Interested candidates please forward your resume with cover letter to mail@inclusionfoothills.org. NO PHONE CALLS PLEASE.
- Only candidates selected for interviews will be contacted. Competition will close once a suitable candidate is found

Inclusion Foothills values collaboration, trust, accountability and inclusion. We understand the importance of the right person for the right job and appreciate a diverse and inclusive workforce. We encourage all candidates with the required qualifications to apply for this position. We commit to working collaboratively on determining appropriate accommodations, if needed.

Funding: This program is partially funded through Service Canada – Canada Summer Jobs