

Job description

Age-Friendly Project Assistant

Reports To:

Executive Director/Age-Friendly Community Development Chair

Position type

Summer Job – Full Time (Start date: June 4, 2018 - End date: July 27, 2018)

Payment: 8 weeks working 5 days per week at 6 hours a day x \$13.00 per hour = 240 hours

Duties and Responsibilities

- Reception duties when required
- Provide administrative support to SCOA's projects and activities when required
- Development of on-line forms for website
- Gathering photos for use on social media (face book and website)
- Developing lists of organizations for future age-friendly lens training
- Minute taking
- Coordinating presentations for Building Respectful Inclusive Community Project

Skills Required:

- Excellent written and verbal communication skills, interpersonal, time management, problem solving and organizational skills
- Ability to work with volunteers and older adults
- Research experience
- Expertise with Adobe Professional
- Expertise with Survey Monkey
- Expertise with Microsoft Office programs
- Website experience is an asset

Criteria to Hire:

This position is paid for through a summer student grant so applicants must be:

- a) no older than 30 years of age (inclusive) at the start of employment
- (b) registered as a full-time student during the preceding academic year
- (c) intending to return to school on a full-time basis during the next academic year

Application Deadline – May 21, 2018

Submit cover letter, resume and two references to June Gawdun, Executive Director of the Saskatoon Council on Aging Inc. Email address is june@scoa.ca No phone calls please.