



*Strengthening Canada's Communities / Des communautés plus fortes au Canada*

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## **JOB POSTING**

Learning Events Assistant, the Canadian CED Network

The Canadian CED Network is a values-based non profit organization committed to strengthening the social, economic, and environmental conditions of Canadian communities. We have several hundred members throughout Canada working at the grass roots in rural, urban, Aboriginal and northern settings, and have offices in Victoria BC, Winnipeg MAN, Toronto ON, and Charlottetown PEI. We offer an inclusive, learning environment for staff and members and seek to create opportunities for young people to develop their skills and leadership in building sustainable communities. For more information on the network please go to our website: [www.ccednet-rcdec.ca](http://www.ccednet-rcdec.ca)

CCEDNet is inviting applications for a work experience position based out of the office of the Quint Development Corporation in Saskatoon, SK. This 24-week position is funded in part by the Government of Canada, and, as such, the following criteria applies:

### **Criteria for candidates include:**

- between the ages of 15 and 30 inclusively at the time of selection
- a Canadian citizen, or a permanent resident, or a protected person within the meaning of the Immigration and Refugee Protection Act
- legally entitled to work in Canada
- legally entitled to work according to the relevant provincial and/or territorial legislation and regulations
- out of school
- a post-secondary college or university graduate
- not receiving Employment Insurance benefits
- can demonstrate a lack of labour market attachment to field of study (under-employed or unemployed)
- can demonstrate that working in the field of community economic development is a career goal
- has not previously participated in a Service Canada Career Focus work experience placement

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**Administrative Office - services administratifs : 211-620 View St., Victoria BC V8W 1J6**

**Phone – téléphone: (250) 386-9980 Fax – télécopieur : (250) 386-9984**

**Toll Free – sans frais : (877) 202-2268**

**info@ccednet-rcdec.ca**

**www.ccednet-rcdec.ca**

## **POSITION DESCRIPTION**

Reporting to the Assistant Manager of Quint Development Corporation, the Learning Events Assistant is responsible for generating revenue for the Canadian CED Network's Pan-Canadian CED Conference which will be held in Saskatoon in May, 2008.

The Learning Events Assistant is expected to:

- Work closely with the local conference planning committee
- Liaise with potential conference funders and supporters
- Provide assistance to the Learning Events Coordinator

## **JOB RESPONSIBILITIES:**

The Learning Events Assistant is responsible for:

- Exploring potential funding sources for the conference
- Producing products to market the conference
- Liaising with potential conference funders
- Connecting with community groups around conference planning
- Preparing and submitting conference funding applications and reports
- Securing funding for the conference
- Providing administrative support to the local conference committee

## **QUALIFICATIONS**

- Post-secondary education in a related field of study
- Proficiency in written and spoken English
- Proficiency in Microsoft Office Suite
- Proven experience in writing funding proposals
- Proven experience in marketing
- Experience working in non-profits or community-based organisations
- Experience working in an office environment
- Knowledge of community economic development theory and practice
- Excellent organizational and administrative skills
- Positive attitude
- Ability to work in a team and independently
- Ability to multi-task and meet deadlines

## **WORKING CONDITIONS**

- Position based in Saskatoon, SK
- 35 hours per week
- Salary is \$15 an hour
- Some travel may be required
- There will be a 3 month probationary period.

**PLEASE SUBMIT YOUR CV AND A LETTER OF APPLICATION NO LATER THAN FRIDAY, JULY 13 2007 BY EMAIL TO THE QUINT DEVELOPMENT CORPORATION'S ASSISTANT MANAGER, LAVERNE SZEJVOLT, AT [laverne.quint@sasktel.net](mailto:laverne.quint@sasktel.net)**

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