



E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a Program Assistant eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people-helping and supporting individuals and the community in undergoing positive change and increasing capacity.

ArtStart Program: 1 S.T.E.P Program Assistant

Job Purpose

The ArtStart Program Assistant – STEP is created for the purpose of providing support to the ArtStart summer camp program as well as assisting the Program Coordinator during the busy summer months. June – August is when ArtStart does the majority of its volunteer and student recruitment, therefore, an additional staff member is required to help with these tasks. Minor tasks in marketing and ArtStart business procedures will be carried out as well.

Duties and Responsibilities

Camp Support & Coordination

- instruct no less than 25% and no more than 75% of the camp visual art classes
- find volunteers, contact and coordinate other visual art classes for the remaining camp days
- find volunteers, contact and coordinate several other arts components for camp
 - 2-4 dance classes/sessions
 - 2-4 drama classes/sessions
- provide in-class support for volunteer arts instructors
- provide supervision for at least 50% of remaining camp program hours

Program Assistance

- assist in distribution of posters/pamphlets for volunteer/student recruitment
- find free online sites and advertise for volunteers/students
- arrange for ArtStart presentations to be made in local businesses
- tidy and organize several ArtStart rooms
- share in 'manning' of ArtStart booths at any events
- research businesses, events and organizations to promote ArtStart
- assist volunteers in completing required paperwork
- assist in mail outs for marketing, fundraising and recruitment purposes

- work with Program Coordinator to plan, coordinate and complete fundraising initiatives over the summer

Qualifications

Qualifications include:

- Education
 - A student already enrolled in post-secondary education, or someone planning to attend post-secondary training or education, or someone recently graduated from post-secondary education or training.
 - Students should be going into, in or graduated from the following faculties: arts, fine arts, social work, child & youth care, business, human ecology, education.
- Skills
 - Basic computer skills
- Other characteristics
 - Outgoing and friendly
 - Strong work ethic
 - Responsible
 - Great communication skills
- Experience
 - Experience working with children age 7-14
 - Knowledge of visual arts (ability to find and lead several projects)
 - Knowledge of the arts as a whole

Working conditions

Short Term Contract - Employee will be required to work Monday to Friday regularly, but there may be occasional weekend (day) work. Employee will be working both inside and outside in a variety of locations.

Salary: This position will be paid \$13/hour for 35 hours/week. Employment from June 22nd to August 22nd.

Please submit resume with cover letter to:
ArtStart Program

Please forward your resume C/O:
Cadence Konopaki – ArtStart Coordinator
Email: ckonopaki@e4calberta.org
Fax: 780.425.5911