



## **CSJ 2018 Project Assistant Job Description**

### **Position Summary:**

Primary role is assisting the Executive Director with current projects under development. Engage employers or other organizations through presentations about the current projects. Compile data, statistics and other information as required. Report on project deliverables including issues encountered. Participate in marketing development and promotion of projects. Assist with administrative duties for projects. Project examples include Projects for 2018 include development of Construction Skilled Trades day for students (Fall 2018 event), EmployerOne Survey promotion, updating the Skilled Trades Career Path resources shared with students and parents and conducting Labour Market Data research as required.

### **Main Responsibility:**

- Manage project tasks as assigned
- Updating the Skilled Trades Handbook
- Assist with developing EmployerOne Industry Reports
- Assist with Construction Skilled Trades Day development and other projects as assigned
- Assist with maintaining Social Media feeds
- Answer inquires as required
- Visit employers to discuss and promote project involvement
- Attend outside meetings as required

### **Position Qualifications**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- Experience in public relations, marketing or business management is an asset
- Experience using various Social Media platforms
- Experience using Microsoft Office Suite of products including Word, Excel, PowerPoint and Outlook
- Knowledge of presentation, graphics and photo software are an asset
- Detail oriented
- Work well under pressure with tight deadlines and in a fast-paced environment
- Worked on team based projects
- Excellent communication skills
- Problem solving, Critical thinking, Job task planning and organizing
- Report writing would be an asset
- Must have access to reliable vehicle

This position is funded in part by the Government of Canada.

**Canada**