



The East Central Ontario Training Board has a Canada Summer Jobs Student Position available for 8 weeks, starting June 04, 2018. You must meet the following eligibility criteria to apply for this position:

- 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

**Position Title:** Project Assistant

**Salary:** Hourly: \$16 for 30 hours per week

**Benefits:** Not applicable

**Start Date:** June 04, 2018

**Employment Term:** Temporary Full Time –Weekday, Some evening

**Job Type** Canada Summer Jobs –Student and Youth Jobs

## **JOB REQUIREMENTS**

**Languages:** English

**Education:** Completion of high school, Some college/CEGEP/vocational or technical training, Some university

**Experience:** Experience an asset

**Work Setting:** Office, Not-for-profit organization

### **Position Description:**

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:**

*Planning and Management, Co-ordination*

Planning and Management Skills:

Promote conference and meeting services or special events, Develop marketing and communication plans, Develop media strategies and public relations activities, Develop sponsorship, partnership or fundraising programs, Solicit event donors, Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services, Plan and arrange

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

**Canada**



for accommodation and transportation services, Develop registration systems and information materials, Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.), Plan for translation and interpretation services, Manage Event Logistics

**Coordination Skills:**

Implement social programs, food and beverage, transportation, and other services, Set up and monitor, or arrange for the setting up and monitoring of multi-media equipment, Implement registration systems

**Communication Skills:**

Experience using various Social Media platforms. Knowledge of presentation, graphics and photo software are an asset.

**Business Equipment and Computer Applications:**

Spreadsheet software, Word processing software, Windows, Database software

**Work Conditions and Physical Capabilities:**

Attention to detail, Work under pressure, Tight deadlines, Fast-paced environment

**Transportation/Travel Information:**

Must have access to reliable vehicle.

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**Essential Skills**

Reading text, Document use, Numeracy, Writing, Communication, Working with others, Problem solving, Critical thinking, Job task planning and organizing, Finding information, Computer use, Continuous learning

**How to Apply:**

By E-mail: [brad@focusontraining.com](mailto:brad@focusontraining.com)

In Person: (between 9:00 am 4:00 pm)

11 Bay Bridge Rd, Belleville, ON (office is located in the Travelodge Business Wing)

**APPLICATION DEADLINE: Wednesday May 16, 2018 12:00 Noon**

**Interviews will take place Wednesday May 23 and Friday May 25, 2018**

ECOTB is committed to employment equity and diversity in the workplace and welcomes applications from students with disabilities, visible minority students and Aboriginal students. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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