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## Summer Student Position: Program Support Assistant

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The Atlantic Council for International Cooperation (ACIC) is a coalition of individuals, organizations, and institutions working in the Atlantic region, which are committed to achieving global sustainability in a peaceful and healthy environment, with social justice, human dignity, and participation for all. ACIC supports its members in international cooperation and education through collective leadership, networking, information, training and coordination, and represents their interests when dealing with government and others.

ACIC also takes a leadership role in engaging Atlantic Canadians around issues relating to international development, global sustainability, and social justice. Through our public engagement work, ACIC strives to give Atlantic Canadians the knowledge, skills, and tools necessary to become active global citizens.

We currently have over 70 members, including national organizations and grassroots organizations from across the Atlantic Provinces. For more information, please refer to our website at [www.acic-caci.org](http://www.acic-caci.org).

ACIC is looking for a responsible, experienced person for a contract position of Program Support Assistant. The Program Support Assistant will work with ACIC staff responsible for the areas of programming and communications and will:

### Responsibilities

- Provide logistical, training and administrative support to ACIC's youth programs- including ACT 4 Global Change, ambassador program, international internships, high school awareness tour and youth conference
- Assist with project promotion, recruitment and outreach activities
- Assist with logistics for annual general meeting and symposium, including registration, catering, travel arrangements, and follow-up work
- Work with a staff team to plan and implement workshops, events and training sessions;
- Develop educational resource materials targeted to a youth audience (compile information, resources and activities)
- other activities as required

### Desired Experience, Skills and Qualifications:

- Background in international development, event coordination, communications, public relations, education or equivalent
- Experience programming for youth ages 15-30
- Knowledge of NGO international development and community groups in the Atlantic
- Experience organizing logistics for workshops, conferences, and other events
- Experience creating, editing and publishing promotional materials, information packages, newsletters and other documents
- Excellent computer skills, including experience with web platforms (e.g. twitter, Facebook, Square Space, WordPress) and graphic design (Adobe)
- Excellent written and verbal communication skills - bilingual in English and French or Spanish an asset



- Excellent organizational and time management skills
- Ability to work independently.

**Eligibility:** Applicants must meet the following conditions:

- a. be between 15 and 30 years of age (inclusive) at the start of employment;
- b. were registered as a full-time student during the preceding academic year;
- c. intend to return to school on a full-time basis during the next academic year;
- d. be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e. be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* and;
- f. be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*Foreign students are not eligible.

**Location:** Halifax, NS

**Salary:** \$13.00/hour

**Hours per week:** 35

**Application deadline: May 6th, 2015 at 4pm, AST**

**Start date:** May 19<sup>th</sup>, 2015 to July 13<sup>th</sup>, 2015 (8 weeks)

Please submit your resume, cover letter, the names and contact information of three references and where you say this posting **in one document**, by e-mail to [hiring@acic-caci.org](mailto: hiring@acic-caci.org). **Please also ensure that you indicate the job title in your subject line.**

Thank you for applying. Only short-listed candidates will be contacted to arrange for an interview.

ACIC is an equal opportunity employer and is committed to hiring individuals who reflect the diversity of Canadian communities. As such, we strongly encourage First Nations people and members of a visible minority to apply.