

Tasks and responsibilities of the position include:

- provide such marketing and social media materials as required for increased programs awareness and delivery;
- work with management to prepare documents, proposals and enquiries to increase outreach and resources for program enhancement;
- Develop curriculum and resources to enhance programs offered by WEC;
- Sourcing resources and connections for WEC's virtual women's centre to enhance programming and reduce barriers to women (including women who are differently-abled, immigrant, Aboriginal or visible minority working to achieve sustainable livelihoods);
- Assist in coordination of WEC events and activities;
- Assist with program reports;
- Make telephone calls and other communication required for increased program awareness and delivery;
- Provide such administrative duties, as required for effective awareness and delivery;

Eligibility:

This position is funded by Service Canada through the Canada Summer Jobs program. As such, applicants must:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- have been registered as a full-time student during the preceding academic year;
- intend to return to school on a full-time basis during the next academic year;
- be a student in a secondary, post-secondary, vocational or technical program;
- be a Canadian Citizen, permanent resident, or person on who refugee protection has been conferred under the Immigration and Refugee Protection Act, and;
- be legally entitled to work according to the relevant provincial legislation and regulations

Fields of Study include, but are not limited to, the following: Computer Science/Information Technologies, Women's Studies, Psychology, Economics, Business Administration and/or Marketing, Education.

DEADLINE FOR APPLICATION: Applications including cover letter, 3 references and authorization to contact, must be sent addressed to Rosalind Lockyer at info@womenseconomiccouncil.ca by 4pm EST Wednesday May 16th, 2018. Only those interviewed will be contacted.