



Black Educators Association



Summer Student Position *Special Project Assistant*

Duration: 8 Weeks @ 32 hrs./week

Rate of Pay: \$15/hour

Location: Working remotely (Must have access to Computer with zoom capabilities)

The Black Educators Association is looking to hire a youth (ages: 15-30 years-old) and/or a post-secondary student with experience in Event planning and Research development, with excellent organizational skills. Preference will be given to students in the fields of Education and Social Sciences.

Qualifications

The candidate must be a team player, possess an understanding of the educational needs of African Nova Scotians, be able to work independently on assigned tasks, and have excellent verbal and written communication skills.

Specific Duties/Responsibilities

- Work closely with Project Coordinator
- Create and maintain Database information collected from Special project
- Compile data collected from Special Project
- Assist with events and functions (Virtually)
- Conduct research as required
- Ensure completion of all reporting requirements
- General administrative duties (send emails, make phone calls, keep track of hours worked and report bi-weekly to supervisor)

Requirements

- Canadian citizen or entitled to work in Canada
- Must have a strong desire to gain skills and knowledge in the educational sector
- Have a positive attitude
- Self-motivated

Start Date: Monday, July 6, 2020

Close Date: Friday, July 10, 2020 at 12:00 pm

Please email resume and cover letter to:

Attn: Deborah Emmerson: d.emmerson@bea-ns.ca or Contact by Phone 902-449.1538

Position is sponsored by: Service Canada/Canada Summer Jobs