

Northern Healthy Connections Society, 33 Pleasant Street, Truro B2N 3R5 (902) 895-0931

Job Title: PROJECT ASSISTANT*

Anticipated Start Date: June 19, 2017

Number of Weeks: 8

Number of Hours Per Week: 40

RESUMES DUE BY: Thursday, June 8, 2017, 4 pm

Applications via Email only will be accepted. Please send to admin@nhcssociety.ca.

The Project Assistant will be an integral part of the agency. The Project Assistant will assist in the day to day activities of the office from answering phones, making sure news, or other pertinent articles get filed in addition to stocking and maintaining supplies. The Project Assistant will assist the full time staff with fundraising, outreach and education work. Some of the specific duties include media relations such as writing articles and arranging for story coverage in various local media. Further, maintaining social media, poster campaigns and distribution of print material to local community partners.

One of the key events the Project Assistant will be responsible for is one of the primary fund development activity of Northern Healthy Connections Society; the Annual Walk. The successful applicant will be responsible to deliver and track promotional packages to potential participants. There are also campaigns for the Project Assistant to work on such as Homophobia/Transphobia Day, World Hepatitis Day and the 2nd Annual Truro Pride Parade.

So skill sets to bring along with you:

- ✓ A sense of humour
- ✓ A sense of Community
- ✓ Public Relations
- ✓ High level of organization
- ✓ Team work
- ✓ An understanding of Not – for – Profits
- ✓ Comfort with Health Promotions and working with Marginalized Populations

Northern Healthy Connections Society (NHCS) works closely with 1st Nations, African Nova Scotian and LGBTQ Communities, Persons with disabilities, as well as Persons self identifying as being HIV or Hep C positive within our organization through paid employment or volunteer activities.

APPLICANTS MUST BE: Between the Ages of 15-30, Registered as a Full-time Student during the preceding academic year, returning to returning to a secondary or post-secondary institutions, is a Canadian Citizen, permanent resident, is legally entitled to work. **

***Listed as Administrative Assistant on Job Bank**

- Subsidized Job: Canada Summer Jobs
- Job no.652185

****Foreign Students are not eligible**