



## **Job Description**

Salvaide is currently seeking a **Community Education Coordinator—SUMMER STUDENT**

### **Background on SalvAide:**

SalvAide is a registered Canadian Charitable Organization composed of a network of communities and supporters in Canada dedicated to fostering social and economic development in solidarity with the people of El Salvador. Incorporated in 1985, the organization is recognized by its partners and supporters for its sustainable, egalitarian, community-based work in El Salvador. In solidarity with private and public foundations, unions, faith-based organizations, bilateral and multilateral donors, SalvAide's programming has included: strengthening and empowering civil society actors (i.e. youth and women's leadership), and supporting community-based social and economic development initiatives (i.e. sustainable family farming, and micro-credit). In addition, SalvAide aims to develop Canadian awareness through its twin communities and delegations, and operates an urgent action network in the cases of natural disasters and human rights abuses in El Salvador.

### **Job Summary:**

#### **The Community Education and Events Coordinator will be responsible for:**

- 1)** Developing numerous practical and relevant educational tools aimed at engaging youth in international development issues. The tools will use El Salvador as a case study to illustrate these international development issues. These tools will then be made available on our website for our network and supporters to use.
- 2)** Coordinate a public education event/workshop for youth in the community that use the tools that the Coordinator has developed. The event will be used to test the relevancy and usefulness of the tools with the idea that the tools will be adjusted based on feedback from the event/workshop.
- 3)** Support SalvAide's largest annual Ottawa community engagement event, the SalvAide Dinner and Auction.

#### **These tasks will include:**

- a) developing practical and relevant educational tools
- b) ensuring that tools are made available on our website
- c) networking with SalvAide's long-term volunteers, supporters, and donors
- d) cultivating new relationships with community members with a natural affinity to SalvAide's mandate
- e) cultivating new relationships with interested youth in the Ottawa community
- f) supporting logistics of workshops and events
- g) acting as a liaison between youth, long-term SalvAide volunteers, and the Executive Director of SalvAide.
- e) supporting overall initiation, coordination and implementation of workshops and events

## **Candidate Profile**

### **To be eligible to participate in Canada Summer Jobs, individuals must:**

- 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 Canadian citizens, permanent residents or persons 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.
- Preference given to post-secondary students who have experience in El Salvador
- Preference given to new Canadians from Latin America or lesser developed country

### **Education**

#### **Relevant for students studying:**

- 1)** social work;
- 2)** international affairs;
- 3)** international development;
- 4)** teaching and global education;
- 5)** human rights and law;
- 6)** community development and engagement;
- 7)** event coordination; and
- 8)** social service work

#### **The ideal candidate will have:**

- 1)** Superb communications skills (English is mandatory, Spanish and French considered strong assets)
- 2)** Strong computer skills and demonstrated ability to use with ease: Microsoft office suite (word, excel, power-point), web.net, dream weaver and Microsoft access, social networking websites
- 3)** Strong interpersonal skills, be creative and a fast learner
- 4)** An interest in international development, events coordination, and El Salvador
- 5)** Previous experience working in the non-governmental environment considered a strong asset

**Hourly wage: 10.25/ hour**

#### **Remuneration:**

35 hours per week for 6 weeks at \$10.25 / hour.

#### **Location in Ottawa**

**Interested and qualified candidates should email cover letter and curriculum vitae to Laura Haylock (salvaide@web.net) with the email subject line SalvAide Summer Student by June 3rd.** We plan to hold interviews the June 7<sup>th</sup> or 8<sup>th</sup> so please note your availability during this time.

SalvAide encourages applications from qualified women, Aboriginal peoples, persons with disabilities, and members of visible minorities.

We thank all applicants for their interest, but only those who are selected for an interview will be contacted.