



United Way
Saskatoon & Area

Canada Summer Jobs Opportunity 2021

Are you ready for a summer job that has it all... professional and personal rewards, and an opportunity to make a difference in your community? Are you committed to improving lives and building community?

United Way of Saskatoon and Area, with funding from Canada's Summer Jobs program, is searching for an outgoing and community minded individual, experienced in office administration and program implementation, to fill a full-time summer student term position. The successful candidate will play a key role in organizing and supporting 3 important initiatives: United Way's Summer Success literacy program, 211 Saskatchewan and Community Stakeholder Conversations.

This is a summer student full-time term position that is responsible for:

- Working with our Summer Success partners to ensure that all aspects of the program are organized and ready to implement;
- Ordering and organizing all materials for the program;
- Working with teachers to ensure lesson plans are complete;
- Booking excursions and transportation for students during the program;
- Organizing and coordinating volunteers for the program;
- Collecting and analyzing data from the program;
- Working with internal peers to assist in meeting organizational goals;
- Follow up with stakeholders of Tampon Tuesday 2021;
- Working with the team of database specialists at 211 Saskatchewan, data input, and review of service program data on rehabilitative alternatives to incarceration;
- Assisting United Way's strategic priority setting leadership team provide administrative and logistic support to stakeholder engagement activities;
- Administrative duties that will include answering phones, data entry, scheduling meetings, taking and transcribing meeting minutes; and
- Final report writing to funders and partners as assigned.

The successful candidate will:

- be a current post-secondary student returning to their studies in the fall or a post-secondary graduate;
- have experience working in the human service sector and/or community engagement and development;
- have a strong understanding of Saskatoon and commitment to helping the community;
- possess the ability and desire to engage and mobilize individuals and organizations;
- have the ability to execute strategies to meet the organization's strategic priorities;
- have the ability to work individually and as part of a team;
- possess excellent time management, communication, interpersonal and organizational skills;
- have a strong desire to work in a highly collaborative environment; and
- have the ability to respect confidentiality and be bonded.

United Way of Saskatoon and Area is proud to offer a competitive compensation and the personal reward of being part of a team devoted to building a community that is great for everyone.

United Way of Saskatoon and Area encourages applications from individuals within identified equity groups, as defined by the Saskatchewan Human Rights Commission. United Way of Saskatoon and Area relies on section 48 of *The Saskatchewan Human Rights Code* for this measure.



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This is a full-time position 35 hours per week for 14 weeks, starting May 25, 2021.

The position pays \$19.00 per hour.

To apply and qualify under Canada Summer Jobs program applicants must meet the following:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Qualified candidates should submit their application to:

United Way of Saskatoon and Area
100-506 25th Street East
Saskatoon, SK S7K 4A7

E-mail: office@unitedwaysaskatoon.ca

Application deadline is Friday, May 14, 2021 at 4:00pm.