

NORTH END YOUTH FORUM

PROJECT ASSISTANTS

(Contract positions)

15 hours per week – Feb 1- March 31, 2013

NECRC and City of Winnipeg – Livesafe Recreation Program requires 2 Project Assistants to support the development and organization of a North End Youth Forum. The Livesafe Recreation Program operates within a 21 block area of the north end. (Burrows Ave. to Dufferin Ave. and McGregor St. to Salter St.)

Under the direction of the Livesafe Recreation Facilitator the Project Assistants will be responsible for assisting the Planning & Steering Committees in all phases of the project.

Specific duties include:

- outreach
- promotion and coordination of the event
- communication of information, including poster development
- organize registration
- organize workshop supports, materials
- arrange catering
- find location
- attending meetings of the Planning and Steering committees
- other duties as assigned

Qualifications:

- High School Diploma
- Experience with knowledge of project delivery, social networking, website upkeep and communication via phone/email/facebook/twitter.
- Working knowledge of MS Office(Word, Excel, Access, PowerPoint) and are able to work well under general Supervision
- Demonstrated time management and organizational skills.

- Knowledge of North End neighborhoods an asset.
- Flexible time schedule (some evening hours may be required)

Salary \$12.00 per hour plus merc's

Please Apply by January 31, 2013 to:

North End Community Renewal Corporation
509 Selkirk Avenue
Winnipeg, MB R2W 2M6
Attn: Darryl Bruce
Or
Email resumes to – Darryl@necrc.org