CHS (Creating Hope Society) is a nonprofit charitable organization that works to strengthen, deliver programs and services to families and communities.

Please submit a resume and cover letter to [Info@creatinghopesociety.ca](mailto:Info@creatinghopesociety.ca)   
OR Fax at 780-477-7918. NO PHONE CALLS PLEASE.

**Summer Student Position**

**Research and Writer Assistant**

**Creating Hope Society**

We are searching for a highly motivated, organized, forward-thinking and committed person for a full-time summer student position as a Research & Writer Assistant.

The job generally requires the ability to perform the following duties:

*                   Must research for Literature review

*                   Must have excellent writing and communication skills

*                   Must have traditional and cultural awareness

*                   Must be able to identify the challenges and provide recommendations

*                   Maintain a database

*                   Maximize productivity through the use of appropriate tools and management skills.

*                   Research, utilize and develop resources that creates a modern and efficient workflow.

*                   Prepare regular progress updates to the Executive Director.

Qualifications:

*                   Must have a Bachelor degree in communications, journalism, social sciences, administration, arts or a related field from a recognized post-secondary institution and a minimum of one (1) to three (3) years of related experience in communications, public relations, marketing, community development, project coordination, would be a definite asset.

*                   You will also possess exceptional reading, writing, editing, proofreading, presentation and event planning skills.  Knowledge or experience in graphic design, desktop publishing, word processing, Adobe Acrobat, Microsoft Office Suite and presentation software applications is an asset.

*                   Must possess a sound understanding and appreciation of Indigenous culture and issues

*                   Must be returning to school as of September 2020

**Behind the Scenes Communication Assistant**

**Creating Hope Society**

We are searching for a highly motivated, organized and creative person for a part-time Behind the Scenes Communication Assistant. The Communications Assistant will work to build positive relationships, attend meetings with partners, collaborators and in-house staff. He/She is also responsible for providing support to the Executive Director and other programming personnel.

KEY DUTIES AND RESPONSIBILITIES

* Create content and engage CHS programs and services on social media (LinkedIn, Facebook, and Twitter)
* Research potential new funders and sponsors
* Complete online grant application forms and compile information for grant and sponsorship reports
* Serve as a brand ambassador to effectively communicate
* Preparing PowerPoints, newsletter and other documents
* Attend meetings with partners, collaborators and at times with Funders

QUALIFICATIONS

* Post-secondary degree with a minimum of 2  years' experience in a communications role
* Knowledge and a strong understanding of a nonprofit sector
* Exceptional attention to detail, accuracy, ability to meet deadlines and objectives, and excellent organizational and planning skills
* Excellent oral and written communication skills
* Efficient in Microsoft
* Strong time management and organizational skills with an ability to remain flexible to changing situations and priorities

This position is a 25 hour week.

**“You speak Cree” Youth Coordinator**

**Creating Hope Society**

In collaboration with a film producer, “You speak Cree” documentary, the Youth coordinator will engage with Youth, Elders and invite guest speakers to prepare, write a script and coordinate the about telling stories about their experience and journey towards language revitalization and reconciliation. As well as provide a safe working environment where Youth are valued, community members. Youth must have community connections. The Youth Coordinator will report to the Program Manager.

The responsibility of the Youth Coordinator:

* Create content and engage CHS programs and services on social media (LinkedIn, Facebook, and Twitter)
* Must have great community connections to Youth and Elders
* Must have excellent communication and writing skills
* Must have excellent leadership and team setting, including but not limited to, cultural awareness, Indigenous protocol, and knowledge of Cree Language are essential.

Qualification of the Youth Coordinator:

* Bachelor’s degree in communications, public relations, education, social work, business administration, criminal justice or related field is preferred or two(2) years of experience in education, social services, communications, or a related field
* Must know Indigenous history, Cultural protocols but not limited knowledge of Truth and Reconciliation 94 Calls to Action.
* Efficient in Microsoft
* Outreach/community relations experience
* Must have excellent communication and writing skills
* Demonstrated experience to work as a team
* Must have s CRIM and Child Welfare Check
* Must have a vehicle with 2 Million liability insurance

This position will remain open until a suitable candidate has been selected; only candidates selected for an interview will be contacted directly.

**"Generalist" Summer Student Employment**

**Creating Hope Society**

CHS (Creating Hope Society) is a nonprofit charitable organization that works to strengthen, deliver programs and services to families and communities.

Work experience is essential if you are planning to take a postgraduate course in social work; we are an organization for you.  This position is a MULTITASK position that would include working with our housing initiative under the direction of our Administrative Assistant.

Duties:

·         Work with housing coordinator with research on housing, COVID-19 relief for seniors, and community support for COVID-19 relief

·         Carry-out administrative work by recording information about peoples' activities

·         Liaise with other in-house programs and services

·         Update our community resource database

·         Create content and engage CHS programs and services on social media (LinkedIn, Indeed, Facebook, and Twitter)

·         General office duties

Qualifications:

·         Diploma with a minimum of one (1) year experience in Office Administration, Business Management, or  Human Resources or related or two (2) years of experience.

·         Must be returning to school in September 2020

·         Must have excellent writing and verbal communication skills

·         Must have traditional and cultural awareness

·         Must have knowledge in Microsoft Office Suite and/or related software

·         Must have a CRIM and Child Welfare Check

·         Must have a vehicle with 2 million liability insurance

This position will remain open until a suitable candidate has been selected; only candidates selected for an interview will be contacted directly.