



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Project Assistant

Nutrition and Community Services – Summer Snack Program

Job Purpose

Three temporary summer Project Assistant positions are available for E4C's Summer Snack Program. The Project Assistants deliver nutritious snacks to children in various high-needs park sites throughout Edmonton.

Duties and Responsibilities

- Provide an organized delivery of nutritious snacks to playground sites.
- Assist with promotion of the project to schools and funders.
- Orient and maintain contact with playground staff.
- Pick-up and deliver donations of food and supplies.
- Implement an evaluation and compile the results.
- Assist with donor recognition.
- Keep daily records.
- If time allows, assist with food allergy checks, snack preparation and nutrition education activities for children.

Job Requirements

Project Assistant I – One position

- Must be 21 years of age or older for use of agency vehicle.
- Heavy lifting involved

As condition of employment, must provide current copies of:

-Police information Check

-Valid Class 5 Drivers License

-Driver's Abstract <5 demerits

Project Assistant II – Two positions

- Must have access to a reliable mid-size vehicle for work use.
- Heavy lifting involved

As condition of employment, must provide current copies of:

- Police information Check*
- Valid Class 5 Drivers License*
- Vehicle Registration*
- Driver's Abstract <5 demerits*
- Vehicle Insurance*

Other Requirements

This position may be funded in part by the Canada Summer Jobs Program. To be eligible to participate in Canada Summer Jobs, individual must: (1) be between 15 – 30 years of age at the start of employment, (2) have been registered as a full-time student in the previous academic year, (3) be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and (4) be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Qualifications

- Post-secondary students with experience in nutrition and food-related services.
- Awareness of food security issues in Edmonton.
- Strong verbal and written communication skills.
- Highly organized with strong administrative skills.
- Works well independently and as a team member.
- Reliable and flexible.
- Must enjoy working with people of all ages.

Working Conditions

These are temporary summer positions, Monday June 21 to Friday August 27, 2010, weekdays, 7 hours per day.

Salary Scale

Starting: \$12.98/hr plus reimbursement for cost of required documents, cell phone allowance, and vehicle allowance (Project Assistant II)

Please submit your résumé to:

E-mail: tandroschuk@e4calberta.org

Fax: 780.424.1201

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