**SUMMER STUDENT 2018: Administrative Assistant**

Are you a motivated, energetic individual looking for summer employment with an amazing sport organization? Do you want to help enrich your community and affect lives? If these questions interest you then you should consider applying for our summer student position as a Program and Communications Assistant for Special Olympics Alberta - Edmonton

**ORGANIZATION BACKGROUND**

* Special Olympics Albert - Edmonton (SOA- E), a program within the worldwide movement, is dedicated to enriching the lives of Edmontonians with an intellectual disability through sport.
* SOA-E is a local not-for-profit grassroots organization that provides sport training and competition opportunities for more than 600 athletes of all ages and abilities.
* Special Olympics Albert – Edmonton’s programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers in communities across the province.

Special Olympics Albert - Edmonton is currently seeking an enthusiastic post-secondary student to assist in variety of administrative and program projects. Candidates should possess the following:

* Computer skills, including the use of the internet, email, and Microsoft Office and Excel
* Strong organizational and interpersonal skills; multitasking
* Interest in administrative and office organization tasks
* Ability to communicate messages in a professional and engaging manner designed to generate support in a target audience
* Excellent communications skills (verbal and written), especially with people with intellectual disabilities
* Post-secondary and experience related to administration is considered an asset

This is a temporary full time position that will commence in May, 2018 and conclude after 16 weeks of employment. As per the Canada Summer Jobs Guidelines (CSJ), this position is open only to current full time post -secondary students under 30 years old planning on returning to school in the fall of 2018.

Please submit your resume by Monday, April 16 to:

**Celina Comeau, General Manager**

**Special Olympics Alberta - Edmonton**

**16011 118 Ave NW**

**Edmonton AB T5V 1C7**

Or via email to:

**ccomeau@specialolympicsedmonton.ca**