Special Olympics Alberta

SUMMER STUDENT 2019: Program 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 Edmonton (SOE) is a program within the worldwide movement, is dedicated to enriching the lives of Edmontonians with an intellectual disability through sport.
- SOE is a local not-for-profit grassroots organization that provides sport training and competition opportunities for more than 500 athletes of all ages and abilities.
- Special Olympic 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 Edmonton is currently seeking an enthusiastic post-secondary student to assist in variety of sport 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
- Experience working with individuals with an intellectual disability
- Interest in Event and project planning
- An interest in human kinetics and sport science is considered an asset
- Experience in program planning and execution is considered an asset

This is a temporary full time position that will commence in May, 2019 and conclude after 16 weeks of employment. As per the Canada Summer Jobs Guidelines (CSJ), this position is open only to individuals who are between the ages of 15 – 30 years of age.

Please submit your cover letter and resume via **EMAIL** by Monday, April 15 to:

Celina Comeau, General Manager
Special Olympics Alberta – Edmonton
ccomeau@specialolympicsedmonton.ca