

Summer Employment Opportunity

Closing date: April 9, 2008

E4C School Lunch Program

Position: *Project Assistant II*

Two Project Assistant II positions are available for the SNACK IN THE SHACK project. These are temporary summer positions, Wednesday June 18 to Friday August 22, 2008, weekdays, 7 hours per day. The salary is \$12 per hour plus reimbursement for the cost of required documents.

Duties:

- 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 funder recognition.
- Keep daily records.
- If time allows, assist with snack preparation, nutrition education activities and special events for children.
- Other duties as required.

Qualifications:

- Post-secondary student 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.

**Job Requirements: Must have access to a mid-size vehicle for own work use.
Heavy lifting involved.**

As conditions of employment, must provide current copies of:
(1) Security Clearance Check, (2) valid Class 5 Driver's License,
(3) Vehicle Registration, (4) Vehicle Insurance with work coverage,
(5) Driver's Abstract < 5 demerits.

Other Requirements:

This position may be funded in part by the Canada Summer Jobs program. To be eligible to participate in Canada Summer Jobs, individuals must: (1) be between 15 and 30 years of age at the start of the employment, (2) have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year, (3) be Canadian citizens, permanent residents or persons 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.

Resumes with a cover letter can be sent by e-mail, fax or dropped off at the School Lunch Program office located at Alex Taylor School, 9321 Jasper Avenue, Edmonton, Alberta.

E-mail: tandroschuk@e4calberta.org **Fax:** (780) 424-1201

For more information, please call Teresa at E4C School Lunch Program at (780) 424-5408.

