

Summer Student 2020

Duties and Responsibilities

- The primary responsibility of this position is to conduct research and report on findings to assist with the development and delivery of a strategic collaborative trauma conference for professionals.
- Secondary duties include assisting with grant applications and reports, occasionally answering phones, and scheduling and registering clients for support services.
- Other duties as required.

Education

- Minimum Grade 12 and 2 years post-secondary

Required

- Excellent written and verbal communication skills.
- Good attention to detail and accuracy
- Able to meet deadlines and provide detailed updates
- Creative, out-of-the-box thinking
- Able to contribute to a positive team environment
- Interest in and knowledge of gender-based violence
- Strong research skills, including telephone/video contact and followups
- Acceptable criminal record check

Hours and Benefits

- 30 hours/week
- Flexible, (currently) home-based work schedule.
- Positive, supportive environment in which to work and learn
- \$19.00/hour

Deadline for applications is May 30, 2020