

EMPLOYMENT OPPORTUNITY

Position: Program Assistant

Organization: Alberta Council for Environmental Education <http://www.abcee.org>

Location: Calgary, Alberta

Who we are

The Alberta Council for Environmental Education (<http://www.abcee.org>) works collaboratively to advance environmental education in Alberta. We are hiring a full-time summer Program Assistant based in Calgary. This is an opportunity to get a thorough understanding and overview of environmental education in Alberta and help support educators with the resources they need to deliver their programs.

Responsibilities

- Environmental Education Resource Centre -- help build our searchable database. Research content, correspond with service providers, and develop a marketing strategy for the database launch.
- Teacher Webinar/Workshop Series -- create promotional material and a distribution plan.
- Website/Social Media -- maintain and update the website with relevant material, write a series of blog entries on environmental education, research content and contribute to the monthly newsletters.
- Celebrating Success -- create an accurate and complete listing of ACEE supporters and program participants, interview environmental educators and create a series of articles and video profiles for the website, YouTube, and newsletters.

Qualifications

- Enrolled in post secondary studies in Education, Environmental Sciences or related fields
- Strong research and writing skills
- Ability to work independently
- Proficiency with social media, website content development and desk-top publishing would be an asset, as would prior experience working in the field of environmental education in a volunteer or paid position, and a driver's license
- You must be between 15-30 years old at the start of the term
- You are a registered full time student returning in the fall
- The successful candidate will be required to work from their home and have their own computer.

Wages and Term

This is a 16-week, full-time term from May 16 to August 26, 2011. The wage is \$16.00 per hour, based on a 35 hour work week. This equates to a gross salary of \$8,960.

To Apply

- Email your cover letter and resume together in one file (Word or PDF format only) to: Christina 'at' [abcee.org](http://www.abcee.org)
- In the email subject line, please enter Program Assistant Position
- Closing date for applications is March 31, 2011
- Interviews will be held Wednesday April 6, 2011

ACEE thanks all applicants, but only those selected for an interview will be contacted.

When applying, please indicate that you saw this posting at GoodWorkCanada.ca.