# Canada Summer Student Job Posting

# Program Leader at the CEED Centre

We seek a returning post-secondary student to assist with programs at our Neighbourhood House.

**Duties**

* Manage weekly Neighbourhood House programs: seniors activity group, art workshop, community discussion; assist with community festivals
* Assist public with basic computer and Internet literacy
* Manage the public areas of the community garden: weeding, lawn cutting etc.
* Assist with fence repairs and other light construction tasks
* Perform some administrative tasks suited to your qualifications
* Implement social media campaigns (FB, Twitter, etc.)
* Update our website, blog
* Perform a range of other tasks at the Neighbourhood House
* Assist with the development of the CEED Centre Farms social enterprise

**Desired Skills**

* Superb interpersonal and communication skills, solid writing capabilities
* Familiarity with computers, Internet, common software, social media
* Familiarity with food security, community development, sustainability & environmental issues
* Know your way around a garden and be able to work safely with hand tools
* Willingness to learn and tackle a variety of new skills and tasks

**Bonus Skills & Experience**

* Business plan experience
* First Aid certification
* Computer network administration knowledge

**Equal Opportunity**

* We welcome all eligible applicants, including members of visible minorities and persons with disabilities

**Eligibility**

* Between 15 and 30 years of age, registered as a full-time student with the intention to return for the next academic period
* Canadian citizen, permanent resident, or person conferred refugee protection, that is legally entitled to work in British Columbia

**Term & Wages**

* $11 per hour, 16 weeks, 35 hours per week; some weekend hours required

**Application Deadline is 4:00 pm, May 27**

Please submit your resume with covering letter by email or in person to Christian Cowley, Executive Director, christiancowley@ceedcentre.com

CEED Centre 11739 223 Street, Maple Ridge, BC V2X 5X8 [www.ceedcentre.com](http://www.ceedcentre.com)