



FREE easy to understand legal information for Albertans

## We Need a Summer Student!

### PROGRAM ASSISTANT (Canada Summer Jobs Student)

The Legal Resource Centre of Alberta Ltd. operating as: Centre for Public Legal Education Alberta (CPLA), is seeking a motivated and enthusiastic individual to fill the summer position of Program Assistant (30 hours per week for minimum 8 weeks).

### Job Description

As the Program Assistant, you will:

- Help plan an instructional webcast for intermediaries who help disadvantaged Albertans with legal problems, provide input on the content and produce the final webcast using ON24 Webcast software (this project has an end date of Aug 31, 2018)
- Help with office projects such as creation of documents and publications including writing, editing and proofing
- Perform other administrative duties as required
- Work under the supervision of the Executive Director and will be mentored by our Staff Lawyer, Community Development & Education Specialist and the Editor of LawNow our digital magazine

### Qualifications

- Enrolled in a full-time university program such as Design Studies, Communication Studies or other related programs. As this position is funded by the Canada Summer Jobs program, you must:
  - ✓ Be a post-secondary student registered full-time in the preceding year as well as intending to be registered full-time in the coming year
  - ✓ Be a Canadian citizen or permanent resident and be legally entitled to work according to Alberta legislation and regulations
- Knowledge and ability to work with web technologies as well as with Microsoft products
- Demonstrated teamwork skills and ability to work in a collaborative workplace
- A high degree of accuracy and attention to detail
- Great oral and written communication skills are a necessity
- Knowledge and ability to work with design software such as Adobe InDesign would be an asset

Hourly wage \$15.00/hour Start date: ASAP

For more information or to submit a resume, contact:

Tracie Teall, Finance/Operations [tracieteall@cplea.ca](mailto:tracieteall@cplea.ca) Phone 780-451-1646

We thank all candidates for their interest. Only those selected for an interview will be contacted.