

## SASKATOON SEXUAL HEALTH

210 2nd Ave North, Lower Level

Saskatoon SK S7K 2B5

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### JOB DESCRIPTION

Job Title: Volunteer and Community Development Assistant    Job Classification: Research Assistant  
Reports To: Education and Outreach Coordinator                      Job Location: Saskatoon, SK  
Dates: May 15, 2018 – August 15, 2018 (subject to funding approval)

#### Job Summary:

The Volunteer and Community Development Assistant will be responsible for supporting volunteer coordination, education outreach, and participating in community and organizational events.

#### Duties and Responsibilities:

- Assist Executive Director with volunteer support and coordination including; recruitment and training.
- Plan and facilitate community events in collaboration with staff including Pride events
- Work collaboratively with staff to develop and implement social media and communications content
- Assist staff in implementing several projects currently being implemented through the Education & Outreach Program including facilitating workshops, and developing content for diverse populations
- Answer general phone inquiries using a professional and courteous manner, and direct calls to appropriate staff members.
- Cover reception, and support clinics including booking appointments, preparing charts and assisting clients.
- Other duties as assigned.

#### Core Competencies:

- Ability to function independently and within a team environment.
- Excellent organizational, analytical, and time management skills.
- Excellent interpersonal and relationship building skills.
- Ability to prioritize workload with competing demands.
- Strong written and verbal communication skills.

#### Technical Competencies:

- Experience assisting with event coordination.
- Computer literate, and proficiency with Microsoft Office and Google suites.
- Demonstrate superior attention to detail and accuracy.
- Comfortable with issues related to sexual and reproductive health.

#### Interested Applicants:

- Must be a full-time post-secondary student returning to school full time in the fall, focusing on women's studies, social work, psychology, Queer studies, Indigenous studies, public health, community health, sociology, or another social services field.
- We value the contributions of people from equity-seeking groups bring to our organization. We encourage applications from people with disabilities, Indigenous people, people of colour, newcomers, the LGBTQ2S community or another equity-seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.
- Please combine your resume, cover letter stating how you meet the required qualifications, and three references into one pdf document with the file name: `firstname_lastname_VCDA.pdf` and send it by email to [director@saskatoonsh.ca](mailto:director@saskatoonsh.ca). Please use this subject line for your email to us VCDA Summer Student. Applications close at 4 pm on Wednesday, May 2, 2018.

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