

Communications Policy Researcher

8-Week Term Position

DESCRIPTION

The Communications Policy Researcher is employed by the Northern Hills Community Association (NHCA) through the support of the Canada Summer Jobs Program and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Communications Policy Researcher works on compiling a Policy Manual for the NHCA, by reviewing and identifying areas of improvement in the existing policies and facilitating collaboration on updating and/or writing new draft policies as required.

AVAILABILITY

- 35 Hours per week with \$18/hour pay rate
- Flexible hours
- Anticipated start date – August 24th, 2020 or as soon as possible

RESPONSIBILITIES

- Help maintain and organize existing policies
- Lead the compilation of policies
- Assist in coordinating the creation of Policy Manual
- Collaborate with the NHCA Office staff and Policy Committee of the Board of Directors
- Work closely with the assisting practicum student

REQUIREMENTS

- 15-30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident (but not international students), or a person under refugee protection
- Legally entitled to work according to Alberta provincial legislation and regulations
- Post-Secondary student or recent graduate in Human Resources, Public Relations, Communications, or Business Management fields preferred
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

APPLICATION

Submit your application to the Executive Director – exec.director@nhca.ca before August 17th, 2020.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.