



Canada Summer Jobs 2021

Position: Community Organization Worker

Start date: Early June, 9 week position

Hours: 30 /week

Salary: \$20.00/hour

Eligible: 15-30 years old, Canadian Citizen or Permanent Resident, returning to school Sept. 2021

The Jewish Federation of Edmonton

The Jewish Federation of Edmonton is committed to building a strong, vibrant and enduring Jewish community in Edmonton, across Alberta, in Israel and throughout the world by fostering the values, practices and traditions that sustain and enrich Judaism and the Jewish people.

Position Description

By joining the dynamic team at the Jewish Federation of Edmonton you will get first hand experience in the many aspects of non- profit administration and program management. Should public health restrictions allow for in person programming, your enthusiasm and creative ideas will be drawn upon to provide summer youth programs. Your ability to present yourself in a professional manner , computer skills and writing abilities will be instrumental in assisting with the varied projects in our office.

These include

- Updating database (s)
- General office duties in support of UJA campaign
- Support Strategic Planning Initiative Outreach to individual community members
- Support Youth Program (PJ Library/PJ Our Way) events and Development
- Assist with Communications and Social Media
- Assist with Heritage Days Festival, August 1-2

Qualifications:

- Preference given to candidates returning to post secondary studies
- Experience using Microsoft Office, Excel
- Ability to work in a team environment, effective interpersonal skills, demonstrating a capacity to work independently and collaboratively
- Excellent verbal and written communication skills
- Experience with any of database entry, Office 365/Outlook, Website Management, Social Media platforms an asset
- Experience with children 0-12 an asset
- Knowledge of Jewish community an asset
- Availability to work occasional evenings or Sundays in support of programs as required and Heritage Days Festival

This position will follow public health guidelines. The work will be remote until safe re-entry to the Federation offices is assured. A criminal reference check is required.

The Jewish Federation of Edmonton is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons.