

Design Assistant-2 Positions

Education Department

Positions dependent on Canada Summer Jobs Funding

Contract position -16 weeks/30 hours M-F 9-3:30

Wage: \$15.95 per hour Approximate timeline: May-August TBD

Neighbour to Neighbour Centre's Education Department is looking to hire design assistants to produce reports on the reading and math programs. Take a look at last year's reports for inspiration.

Reading http://n2ncentre.com/wp-content/uploads/2018/10/2016-2017_ReadingReport_Online.pdf

Math http://n2ncentre.com/wp-content/uploads/2018/10/MathSuccessProgramReport_Online.pdf

You will have the opportunity to gain first-hand knowledge of the education programs through your introduction to students, volunteers and staff. You will be attending each of our partnered schools to collect data, assist with book distribution and to photograph all the celebrations.

You are hard-working, creative and innovative with outstanding attention to detail. You work well independently and in a team. You produce quality work under challenging deadlines and you take direction well. You have demonstrated experience using Adobe Creative Suite (InDesign, Illustrator and Photoshop) or other relevant software. You welcome the opportunity to work in a non-profit, charitable environment because you want to make a difference. Photography skills are an asset.

Core Competencies

- Integrity
- Excellence
- Respect
- Teamwork & Collaboration
- Commitment to Diversity, Equality & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Flexibility
- Customer Service Orientation

Additional Information

- **Newly** expanded eligibility now includes all youth aged 15-30, and is no longer restricted to students.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act³; and,
- Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Positions will be posted on N2N website and Job Bank
- The earliest job start date is April 23, 2019.
- The latest job start date is July 23, 2019.
- The latest job end date is September 1, 2019.