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JOB POSTING

Job title: Program Assistant

Anticipated Start Date: ASAP, preferably by August 4, 2020

Salary Range: \$17/hr for 32 hours per week for up to 16 weeks (can be extended as part-time hours)

About the position:

The Program Assistant will be responsible for researching and developing online content for Environment Lethbridge including social media and web content and organizing online events.

About Environment Lethbridge:

Environment Lethbridge is a non-profit organization that was formed in 2012 with a mission to inspire and equip people to create widespread community action and engagement towards sustainability.

Key responsibilities:

- Write articles and develop social media content promoting Environment Lethbridge and our activities
- Create communications materials such as social media graphics, web content and online newsletters
- Organize online events and engagement opportunities for the public
- Research and develop online tools and materials to inspire local residents to take action on issues such as plastic reduction, waste, water, and local food
- Recruit and work closely with volunteers and community organizations

Qualifications:

- Interest and experience with environmental issues.
- Experience working with the general public and with volunteers.
- Strong writing, speaking, and presentation skills.
- Experience in the use of technology and computer software, including standard Office (Word, Excel, PowerPoint).
- Well organized and detail oriented.
- Able to work independently and as part of a small team in a challenging, fast-paced environment.

As a condition of funding for this position, all applicants must be under the age of 30.