JOB TITLE: CFYS4 – Youth Council Assistant
DEPARTMENT NAME: Centre for Youth & Society
CONTACT NAME: Frederick Grouzet, Director

JOB DESCRIPTION:
The Youth Council Assistant will assist with and coordinate youth councils on topics including youth and the environment, youth for mental health, youth new to Canada, and digital youth. The position will require liaising with community partners, facilitating youth-led initiatives, maintaining council records, and producing written communications.

QUALIFICATIONS:

- High interest in youth-focused and community-based research
- Experience coordinating and planning meetings and events
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
- Excellent organizational skills, and a high aptitude for accuracy
- Excellent oral and written communication, and interpersonal skills
- Working knowledge of Microsoft Word, Excel, Publisher, and PowerPoint
- Previous experience facilitating youth-led initiatives is an asset
- Familiarity with youth-serving organizations is an asset

JOB LOCATION ON-CAMPUS: University House 3 (see our website for map: www.youth.society.uvic.ca)

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)
DEPARTMENT TOP UP: $1.50
HOURS AVAILABLE: 140

HOW TO APPLY: Please send cover letter, resume and copy of your transcript by email to cfysassistant@uvic.ca, use “Work Study application” as the subject line

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php