

Resource and Program Support Specialist –Summer Position

Position: (14-16 weeks) to be located at Community Links Provincial Office
5516 Spring Garden Road, Halifax \$10.00/hr

Description of duties:

Resource Development/Updating

- Assist with the preparation of promotional materials for both Community Links and the Preventing Falls Together (PFT) Program, including displays/brochures on a variety of topics
- Draft a series of 500-1000 word articles on topics related to falls prevention and other seniors' issues for use in organizational newsletter and other publications
- Work with PFT staff to update and catalogue the "Coalition Projects" document
- Prepare an up-to date listing of PFT program print resources developed by coalitions and Program staff

Program support

- Update the PFT Coalition data base
- Update display for, and attend the 50+ Expo, June 12 and 13th in Halifax
- Prepare and distribute the organizational e-bulletin for June, July and August
- Administer the NS Volunteer Forum website for the months of June, July and August
- Assist with activities related to Community Links projects
- Assist with activities related to Coalition projects or provincial PFT projects, such as preparations for the PFT Provincial Conference Fall, 2008
- Assist with administrative support activities for both Community Links Provincial Office and the Preventing Falls Together program
- Other duties as required

Supervision:

On site supervision and mentoring provided by Community Links Office Administrator
Work with Preventing Falls Together Staff on specific projects.

Please note: this position is contingent on receiving Canada Summer Jobs Funding

To apply for this position email resume and cover letter to:

admin@nscommunitylinks.ca

Please type 'Summer Position' on your subject line.