Program & Events Assistant - SPACE

Job Description:
The Program & Events Assistant - SPACE is responsible for supporting the programming at SPACE Community Hub. This position is meant to be providing specific programming for youth aged 15-19.

Reporting:
The Program Assistant reports to the Program Director - SPACE & SaskQTY.

Qualifications:
- Knowledge of the current issues relating to queer and trans individuals and communities;
- Lived experience as a queer or trans youth under 19 will be considered an asset;
- Experience in planning or running events or programs;
- Experience working with youth;
- Experience running online or virtual programs will be considered an asset;
- Confidence in public speaking or speaking to a group;
- Strong organizational skills;
- Effective verbal and written communication skills (English);
- Able to work with a team and alone;
- Able to work flexible hours; and
- Knowledge of Google Products and Microsoft Office Suite.

Responsibilities:

**SPACE**
1. Work SPACE Drop-in hours and spend time with youth.
2. Organize SPACE events and programs, including online & virtual events during the COVID19 Pandemic.
3. Help with regular cleaning at SPACE.
4. Support Youth Group staff during Wednesday & Thursday night youth group.

**Communications**
1. Help with social media for SPACE & SaskQTY.

**Finances**
1. Report project expenses to the Program Director.
**General**

1. Address communications and walk-in requests in a timely manner.
2. Oversee that resources and files are kept in an organized fashion.
3. Maintain positive working relationships with community groups with similar mandates.
4. To provide leadership to the volunteers in maintaining a positive work environment.
5. Work within an anti-oppressive, anti-racist, anti-colonialist and feminist framework.

**Hours of Work and Salary:**

This position is funded by the Canada Summer Jobs program, for this reason, only youth aged 15 - 30 may apply.

Hiring of high school students and youth under 19 are being prioritized for this posting.

This position is for a summer position from June 1st 2020 to July 27th 2020. The successful candidate will work 30 hours per week. Set hours are flexible, but must include Wednesday and Thursday from 4pm to 9pm, to cover existing programming.

UR Pride Centre is a proud living-wage employer, and therefore, the wage for this role is $15.00 per hour.

According to requirements set out in Canada Summer Jobs, to be eligible for this position, a candidate must be:

- a. Between the ages of 15 and 30 years at the start of the placement;
- b. Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- c. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

For more information on these eligibility requirements, please contact Canada Summer Jobs directly.

**To Apply:**

Please visit [www.urpride.ca/work](http://www.urpride.ca/work) and complete the application form by May 25th 2020 at 9:00am.

Emailed submissions will not be considered.
Our Commitment to Equity in Hiring:

UR Pride recognizes how oppressive structures such as racism, sexism, cissexism, and heterosexism may cause systemic barriers for people when gaining employment. For this reason, UR Pride strongly believes in equitable employment that prioritizes the hiring of those who are a part of equity groups.

We invite any applicant to a job at UR Pride to indicate their experience as a member of any equity groups. For more information, please visit www.urpride.ca/work.