Canadian Aboriginal AIDS Network
Réseau Canadien Autochtone du SIDA
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Job Description:
Event and Administration Intern
May 2018

The Event and Administration Intern will gain experience working with a national organization and will take on a variety of roles related to event planning and office administration during the summer of 2018. The Intern will report to the CEO and the Administrative Assistant.

Responsibilities:

Event Coordination

- Supporting with the coordination of events, which may include: Pride Parade 2018, Pre-Conference for AIDS 2018, July 2018, and the Canadian Aboriginal AIDS Network AGM.
- Support creation, coordination, and distribution of promotional materials
- Assist in managing registration for all events and programs
- Participate in planning committee meetings including distributing agenda and taking minutes
- Contribute to and monitor the special events content on the website and social media sites to ensure they are updated
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution
- Other related tasks

Office Administration

- Assisting with research, filing, data entry, reconciling, bank deposits and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Handling sensitive or confidential information with honesty and integrity.
- Compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects related to office operations.

Qualification:

- Education or experience in Indigenous health, event coordination, office administration or a related field.
- Proficient with Microsoft Word and Excel.
- Strong verbal and written communication.
- Motivation to learn and takes pride in a job well done.
- Interest in the field of HIV and Indigenous Health is an asset.

Funding requirements:

- Be registered as full-time students during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Must be 15 years of age and over at the time of intake/selection; no exception will be considered outside of this age restriction;
- Are not attending full-time classes while carrying out the job;
- Are a Canadian citizen, permanent resident and are off-reserve Aboriginals (that is, status or non-status Indian, Inuit, or Metis) and;
- Are legally entitled to work according to BC provincial legislation and regulations.

To apply, please email a cover letter and resume to amym@caan.ca. You can address your cover letter to Ken Clement, CEO. No phone calls please. This position is open until filled.