



Project Assistant - Summer 2024

Reports to: Operations Manager or their designate

Job Overview:

The Project Assistant will be helping out on two key projects, the expansion of our green bike program and the community pantry. This position is funded through the Canada Summer Jobs Program.

Qualifications

- 15-30 years old, with social insurance number
- Familiar with email, Google Drive, Wordpress, Canva and other common software
- Previous experience in customer service
- Knowledge of Malcolm Island, local attractions, businesses and events
- Ability to work 5 days a week, including weekends in person
- Attention to detail and accuracy
- Ability to lift 50lbs

Website and Social Media Responsibilities

- Assist with the creation and maintenance of SRC websites
- Develop content for multiple websites
- Create social media posts

MIBike Rental Responsibilities

- Greet visitors, provide information about bike program, local area and island maps
- Assist with rental contracts and provide overview of safe bike operations
- Basic maintenance of bikes (pump air, wash bikes, oil chains)

Community Pantry Responsibilities

- Assist with stocking community pantry shelves
- Assist with developing and running food-related community workshops

About Us

The Sointula Resource Centre (SRC) is a non-profit organization dedicated to ensuring the residents, visitors, and organizational partners of Malcolm Island have access to information and support services to make life here viable and sustainable. We offer a variety of support to meet the needs of our changing community.

Our core services include:

Access to Technology - We provide free community access computers, tech support for seniors, assistance with online applications and accessing programs and supports including government and non-profit programs such as Employment Insurance, Food Banks, Pensions and Homeowner Grant applications.

Employment and Networking - We provide a wide range of services and support for local businesses and individuals seeking employment or networking opportunities. They include a community webpage with a directory of local businesses sointulainfo.ca, an annual brochure advertising local tourism businesses, a monthly newsletter and online calendar for event promotion, collaborative marketing opportunities and an in office gallery/store for local artists and makers to sell their wares. We provide office services including printing, laminating, faxing, and poster/advertising creation. We also provide youth employment and volunteer opportunities for skill enhancement and increased capacity and partner with off-island organizations to provide on-island training opportunities such as first aid.

Food Security - We provide a central location for local gardeners to sell their produce at our community market stand. We have a newly created community pantry where locals can access free fresh, frozen, canned and dry goods. We also coordinate our local food box program.

Visitor Services - As the official Destination BC Visitor Centre for Malcolm Island, we provide tourism related information in-person and by phone. Our annual Visitor Map and Brochure is distributed both locally and regionally. Our popular Green Bike program provides free bicycles for visitors and residents. It will be expanded this year to also include electric bike rentals.



EMPLOYMENT OPPORTUNITY

Summer Project Assistant

Position Overview:

This is a Canada Summer Jobs position for individuals between 15-30 years old. Join our team and assist with several exciting and rewarding projects this summer including our green bike and food security programs.

This is an 8-week position. \$18.00/hr, 35hrs/wk.

Our ideal candidate has the following:

- Experience creating or maintaining websites
- Experience using Canva or other design software
- Experience with cash sales and customer service
- Ability to lift 50lbs

Anticipated Start Date: July 2, 2024

Deadline: June 14, 2024. Please submit a resume and cover letter in person or by email: admin@sointulainfo.ca

A full job description is available on request.

Thank you for your interest. Only candidates selected for an interview will be contacted.