Canada Summer Jobs

Child Development Resource Connection Peel engages, connects, and empowers the community through information, resources, learning opportunities and services that promote quality family life.

**POSITION:** Professional Education Support

**REPORTS TO:** Manager, Quality Initiatives

**Position Profile:**

The student will be responsible for assisting the Professional Education team in coordinating and planning Professional Education opportunities and conferences. The student will also assist in putting together and coordinating the periodical mailings, attending meetings and actively participating in committees as well as taking registration for workshops.

**Term:** 35 hours a week/ 8 weeks (*please note that the applicant must be between the ages of 15 to 30*).

**Position available as of:** June 10th 2019

**Qualifications & Skills:**

The applicant must be between the ages 15-30 years and legally entitled to work, as per requirement of project funder of Canada Summer Jobs.

- Educational background in Teaching, Early Childhood Education, Conference/Event Coordination and Marketing or Administration or related field is required
- Ability to communicate in English, both spoken and written (second language an asset)
- Knowledge of CDRCP’s services
- Teamwork Skills
- Strong organization and multitasking skills
- Demonstrate Positive Attitude and Behaviour
- Adaptability

**Application Process:**

A resume and covering letter referencing the job title should be received by **Monday, May 31st**, and directed to:

**Name:** Dorcas Awoniyi, Communications Coordinator  
**E-mail:** dorcas@cdrcp.com

*No phone calls please. We thank all applicants for their interest however we will contact only those candidates selected for interview.*