

Position: Inclusion Crew Co-ordinator (30hrs/wk for 7 weeks)

Responsible to: Program Manager- InclusionNL: Employer Support Services

**People with disabilities are encouraged to
apply for jobs at Empower, The Disability Resource Centre**

Eligible Participants must:

- Be between 15 and 30 years of age (inclusively) at the time of selection;
- Be registered as full-time student in the previous academic year, and intend to return to school on a full-time basis in the next academic year;
- Be a student in a post-secondary, vocational or technical program, but not attending full-time classes while participating in their placement;
- Be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*;
- Be legally entitled to work according to relevant federal and provincial/territorial legislation and regulations;
- Not hold another full-time (30 or more hours) summer job during their placement.

Expectations:

A student in Community Studies, Therapeutic Recreation, or similar program with interest in community development, communication, leadership, & interpersonal skills. The candidate will also have some knowledge/experience in marketing, graphic design and using social media applications.

It is expected that the incumbent will adhere to, practice and promote Independent Living philosophy and principles; apply practical common sense; is sensitive to, respectful of and understands individual needs of a diverse population; is committed to a team approach; demonstrates flexibility.



For more information on Independent Living, please visit our website at www.empowernl.ca or search “Independent Living Philosophy” on the internet.

Duties/Responsibilities:

The Inclusion Crew Coordinator will:

- Recruit and organize volunteers for Inclusion Crews to provide supports at festivals, concerts, & events
- Develop work plan of summer festivals and supports available
- Promote volunteer opportunities available through various forms of social media
- Provide support in Inclusion Awareness Training for event volunteers.
- Coordinate & distribute social media messages about activities of festivals, concerts, & events.
- Compile a distribution list of summer festivals, events, and concerts detailing accessibility information for events
- Develop promotional materials for program activities
- Other duties as required

Qualifications:

- Experience with computers, knowledge of business applications such as MS Office, and familiar with various social media outlets.
- Experience in working with others in various settings is essential.
- Must be attending a post-secondary educational institution in the Fall of 2017
- Great interpersonal, organizational and coordination skills. Ability to work

with or without supervision in a team environment.

- Self-starter, enthusiastic, organized and multi-tasker



Please ensure you quote job title “Inclusion Crew Coordinator” in subject line of email

Please apply by email: manager@inclusionNL.ca

Application Deadline is Friday, June 16, 2017

Start Date: Early July, 2017

No Phone Calls Please

We thank you for your application, only those shortlisted will be contacted