



Competition SS2-022410

- Position Title:** Web Site and Marketing Assistant (subject to funding)
- Department:** Administration
- Job Status:** BCGEU Bargaining position, Casual Full Time
- Job Site:** 100-7900 Alderbridge Way Richmond BC
- Qualifications:** Student must have attended school full time last year and intend to return to full time studies in September 2010 as per Service Canada's Canada Summer Jobs program. Student must complete and pass a Criminal Record Check.
- General Skills:** Well developed computer skills including Microsoft Office Suite, Adobe Design Software Product (Illustrator, Photoshop, Dreamweaver, InDesign), HTML, PHP & Windows 2000/XP/Vista
Proven abilities to design and develop marketing materials, newsletters and manage/update a website.
Well developed oral and written communication skills
Well developed interpersonal skills
Ability to work as a team member or independently
Detail and process-oriented
Creative and enthusiastic
Knowledge of RYSA and other local organizations is an asset
Second language is an asset
Full class 5 driver's license is an asset (own automobile not required)
- Duties:** **The selected candidate will assist the administration staff by maintaining the agency's websites, e-newsletter and computer systems.** They will also perform other computer related tasks such as:
Producing marketing materials and participating in their distribution
Leading youth volunteers in desk top publishing the youth newsletter
Mentoring children, youth and seniors on computer skills
Updating anti-virus programs, checking for and removing spyware,
Defragging hard disks, updating Windows components, downloading and installing Service Packs
Assisting in the promotion of RYSA, the Youth Centre and its programs
Completing various office and administrative tasks as required
- Term:** Approx. 16 weeks between May 17, 2010 & September 3, 2010
Exact schedule TBD
- Hours:** Flexible, with a base of Monday – Friday, 8:30am – 4:30pm
Will be required to work some evenings and weekends
Thirty-five hours per week for 16 weeks
- Wage:** \$12.12 per hour (As per CBA Grid Level 2)
4% Vacation Pay paid in lieu of time off
Mandatory employment related costs are deducted
Pay is distributed on the 15th and final day of each month
- Reports to:** Manager of Resource Development
- Expenses:** All pre-approved expenses are to be submitted on the agency Expense Form. Mileage is paid at a rate of \$.41 per km.

Please send your resume via email to employment@rysa.bc.ca or fax to 604-271-7626. Closing Date: April 26, 2010. Quote Competition SS2-022410 in your correspondence and the subject line of your email.