

Job Advertisement

Title: Cultural Development Assistant (Summer Job)

Duration: June 13, 2022 until August 5, 2022 (8 weeks)

Job Summary

The Cultural Development Assistant contributes to the development of cultural materials, programs and events with the goal of providing access to cultural experiences. Along with promoting the German culture and language, activities promote cross-cultural understanding and celebrate our multicultural society. As part of the office team the Cultural Development Assistant also works together with the Executive Director and the Office & Program Assistant to ensure smooth day-to-day operations of the Saskatchewan German Council office.

Primary Duties and Responsibilities

The Cultural Development Assistant is required to perform a range of duties including, but not limited to:

- Support staff with the planning and coordination of SGC's programs, projects, and events
- Produce videos for SGC's YouTube channel including filming and editing of cultural videos
- Assist staff with public relations responsibilities such as preparing social media & website content
- Write, edit & proof-read articles on various aspects of the Council's cultural activities for publication in the SGC Postillion magazine
- Show an understanding of the historical development in Saskatchewan

Knowledge, Skills and Abilities

- Knowledge related to German language studies, cultural, history and/or communications
- Good organizational and time management skills
- Ability to set and attain goals
- Effective research and writing skills
- Knowledge of German language an asset
- Computer skills including knowledge of Microsoft Office programs
- Applicants have to be:
 - between 15 to 30 years of age at the start of employment;
 - a Canadian Citizen, permanent resident, or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and;
 - legally entitled to work according to the relevant provincial/territorial legislation and regulations.
 - International students are not eligible.

Hours: 32 hours/week

Salary: \$14.00/hour

How to apply: Please e-mail your résumé and cover letter to gabi@saskgermancouncil.org

Contact: Gabriele Waidelich-Harrison, Executive Director

Deadline for applications: June 6, 2022