



Job Advertisement

Title: Cultural Development Assistant (Canada Summer Job)

Duration: May 13, 2024 until July 5, 2024 (8 weeks)

Job Summary

The Saskatchewan German Council (SGC) is an umbrella organization for over 30 members with the mission to create and share experiences of German culture in Saskatchewan for everyone.

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.

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 and projects.
- Produce videos for SGC's YouTube channel including filming and editing of cultural videos.
- Assist staff in planning and organizing events such as the "Treffpunkt" member meeting, and Family Fun Day to celebrate Canadian Multiculturalism Day.
- Write, edit & proof-read articles on various aspects of SGC's cultural activities for publication in the Postillion magazine.
- Assist staff with public relations responsibilities and general office duties.

Knowledge, Skills and Abilities

- Knowledge related to German language studies, culture, history and/or communications.
- Experience in producing videos for YouTube.
- 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: \$15.50/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: May 4, 2024

Saskatchewan German Council Inc.
510 Cynthia Street, Saskatoon, SK S7L 7K7
Phone: 306-975-0845

E-mail: office@saskgermancouncil.org
facebook.com/saskgermancouncil
twitter.com/saskgerman