



Job Title: Coastal CURA Project Assistant (October 2011 – February 2012)

Application Deadline: Wednesday October 19th 2011

Description:

- 10 -15 hours per week at the Coastal CURA (Community-University Research Alliance) office at Saint Mary's University; the position is available immediately and runs to end of February, 2012
- \$15/hour

Responsibilities:

Working with the Coastal CURA Coordinator, the successful applicant will contribute to the following activities:

- Coastal CURA Film Distribution (5 hrs/week)
- Supporting Communications (5 hrs/week)
 - Website
 - Newsletter
 - Postcard
- Other duties as assigned by the CURA Coordinator

Qualifications:

- Experience in multi-media communications, media software, and other applications (as many as possible of Adobe Contribute, PowerPoint, Publisher, Word, Excel, etc.)
- Newsletter design experience
- Able to multi-task and be organized, with strong written and oral communication skills
- Project management skills
- Experience communicating with diverse groups and stakeholders
- Reliable and able to take direction effectively
- Preferably an understanding of coastal communities and/or natural resource management

To Apply: Please submit your resume and a letter of interest to Madelaine Patterson at coastalcura@smu.ca. In your letter of interest, please let us know how you meet the qualifications for this position.

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For more information about Coastal CURA, visit our website: www.coastalcura.ca