



LOVE BC is a small and dynamic charity. We are seeking one student to work as:

Summer Program Assistant- Student Position

Organization Overview

Leave Out Violence (LOVE) BC is an award winning grassroots youth organization that works to reduce violence in the lives of youth and in our communities by building a team of youth leaders who communicate a message of non-violence.

RESPONSIBILITIES:

The Summer Program Assistant will work collaboratively with LOVE BC staff for the following tasks and activities:

- Complete a wide range of tasks including basic administrative support (e.g. filing, answering phones, Microsoft applications, etc.) and working with the public
- Directly working with high-risk youth, youth with mental health or addictions challenges or with disabilities and members of immigrant and refugee communities including the Indigenous community.
- Participate and support LOVE BC and BYRC events in the office, centre and in the broader community.
- Create and maintain a safe and supportive environment for youth to share their feelings and experiences
- Support youth of varying ages with differing needs during programs and drop in times.
- Guide youth in using conflict resolution and nonviolent methods of problem solving.
- Support summer anti-violence workshops, multi-media art workshops and kitchen/ cooking support program.
- Other tasks as assigned.

SKILLS AND QUALIFICATIONS

- Full-time student this past year and registered to return to school full time in September 2018
- Demonstrated active listening skills and ability to maintain confidentiality
- Willingness and ability to work cooperatively and efficiently with members of the LOVE BC staff team; and to contribute to the development and maintenance of respectful and productive working relationships.
- Excellent written and verbal communication skills.
- Excellent organizational skills and demonstrated ability to manage time effectively and complete tasks in an efficient manner.
- Demonstrated ability to work independently and in a collaborative open concept environment.
- Ability to be flexible with work hours including some evening and/or weekends
- Media arts skills (e.g. photography, film, etc.)

Duration: 8 weeks at 30 hours per week

Hourly Wage: \$13.00/hour

Estimated Start Date: Tuesday June 12, 2018

Please send a cover letter and resume to jobs.lovebc@gmail.com no later than **Thursday May 24, 2018 by 12pm (noon)**.

LOVE BC encourages students who self identify as Aboriginal, member of a visible minority, member of the LGBTQ2S+ communities or with disabilities to apply.

Only candidates to be interviewed will be contacted. For more information and examples of some of our work, please visit our BC website: www.bc.leaveoutviolence.org

