

Summer Employment

NWR FASD Society – Mackenzie Region

P.O. Box 3668

High Level, Alberta

T0H 1Z0

Looking for motivated individuals for the position of our Summer Employment Positions - commencing May to August, 2024.

This positions are 35 hours weekly.

Tasks and Responsibilities:

- Organize group activities and programs for young adults.
- Organize group activities and programs for Parent Child Assistant Program (PCAP) with front line Program Supervisors.
- Computer skills
 - Word processing
 - Spreadsheets
 - Microsoft Office
 - Email communication.
 - Data entry.

Supervision and Mentoring Plans:

Participants will be mentored and supervised by the Youth Transition Coach, Parent Child Assistant Program (PCAP) Front line and Program Supervisor.

Health and Safety Practices in the Workplace:

- Jobs will carried out in a safe environment, successful applicants will be provided with information concerning health and safety standards regarding their work environment and if necessary be provided all required safety equipment.
- All policies and procedures of NWR FASD Society – Mackenzie Region will be followed.
- Will adhere to applicable safe work practices.

Mandatory Criteria:

- (a) between 15 and 30 years of age (inclusive) at the start of employment;
- (b) registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- (f) legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Summer Employment

Priority will be given to applicants who are:

- Students with disabilities
- Indigenous students

How to Apply:

Email your resume to nancy@nwr-fasd.ab.ca

Fax your resume to 780-926-3376, or

Drop off with reception at 10502-103 Street, High Level, Alberta.