

Summer Student Employment Opportunity



Job Title: Aboriginal Publishing Assistant
Location: Enowkin Centre, Penticton
Position Specification: Between the ages of 15-30, inclusively.

Application Deadline: Friday June 28, 2019

The student will assist with the design, editing, marketing and delivery of Aboriginal Publications published through Theytus Books.

Tasks:

- Participate in orientation to EN'OWKIN CENTRE's policies and procedures.
- Review manuscripts.
- Assist with grant writing and social media marketing of titles.
- Assisting with grant writing
- Create/maintain a greater social media presence for Theytus Books.
- Educational mail out marketing.
- Assist with catalogue production.
- Shipping/receiving.
- Development and display of promotional displays at promotional events.
- Participation in progress meetings, as required.
- Receptionist, other related duties and continuous support for EN'OWKIN CENTRE programs and subsidiaries during working hours.

Required Education Experience:

- Preference for applicants wanting to pursue a career in the fields of Administration, Book Publishing, Business Management and Marketing for media projects.
- Strong written and verbal communication skills.
- Strong research and editing skills.
- Intermediate to advanced computer skills.
- Must be punctual, reliable, fast learning, and able to work independently to meet deadlines.

Start Date: Monday July 8, 2019

End Date: Friday August 30, 2019

Wage Rate: \$15.00 / hour (8-week position)

Contact: EN'OWKIN CENTRE (250) 493-7181, fax: (250) 493-5302 or email: enowkin@vip.net