



OPEN COMPETITION

Summer Program Assistant
Administrative Support 4
Office of the Child & Youth Advocate
2 positions available: 1 - Edmonton, 1 - Calgary

Job ID: 1056700

Closing Date: March 27, 2020

About Us:

The Office of the Child and Youth Advocate (OCYA) is an independent office of the Legislative Assembly of Alberta. The OCYA provides individual and systemic advocacy for children and youth receiving services under the *Child, Youth and Family Enhancement Act* and the *Protection of Sexually Exploited Children Act*, and for youth involved with the youth justice system. The OCYA also conducts investigations and reports on issues arising from the serious injury to or death of a child. The OCYA also engages stakeholders in understanding the importance of respecting young people's rights, interests and viewpoints.

We are committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported.

Role:

Are you a post-secondary student with an interest in human services? If so, then consider the opportunity to work at the OCYA as a Summer Program Assistant where you will have the opportunity to learn about and support children and youth. We are recruiting to two positions; one in Edmonton and the other in Calgary and both are four-month terms (May to August 2020).

In this role, you will learn more about working within a rights-based organization that provides services to vulnerable young people and enhance your knowledge of Alberta's Child Intervention and Youth Justice Systems.

You will provide a range of support to our office including event planning and coordination, assisting with presentations and other related tasks. You will develop a greater understanding of the rights of young people and have the opportunity to provide a youth focus and voice to various projects and initiatives in the OCYA. You will liaise with a variety of stakeholders including young people and service providers to exchange information, provide information about OCYA's services and assist in delivering presentations.

Qualifications:

Candidates must be currently enrolled in a related post-secondary program and returning to post-secondary in the fall of 2020. One year of work or volunteer experience related to human services, including working with youth and children is required.

Strong computer skills using Microsoft Word, Excel and PowerPoint is required; and related experience preparing and delivering presentations and coordinating events would be an asset. Knowledge and experience in Indigenous cultural practices and communities is preferred. A valid driver's license is required and the successful candidate will be required to provide a recent, clear Criminal Record Check and Child Intervention Check.

To be considered, your application must include a cover letter, which indicates either Calgary or Edmonton as your preferred location.

Notes:

Ability to travel outside of the home office is required (transportation provided where available or costs will be reimbursed).

Final candidates will be required to undergo security screening.

Salary:

Wage opportunity \$22.76 to \$27.81 per hour

How to Apply:

Online applications are preferred. To apply online, please visit <https://www.jobs.alberta.ca/>

Note: As only one file can be uploaded please ensure your cover letter, resume and any other related documents are saved and submitted in one file document. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the Job ID number to Liz Kennedy, Office of the Child and Youth Advocate, Suite 600, 9925-109 Street Edmonton AB T5K 2J8 or fax to (780) 638-3718. Applicants who apply online will be able to track the status of their application.

Closing Statement:

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.