

LOVE BC is a small and dynamic charity. We are seeking a youth:
Summer Program Assistant



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 youth experiencing multiple barriers, 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 during programs and drop in times
- Guide youth in using conflict resolution and nonviolent methods of problem solving.
- Support summer program anti-violence workshops and multi-media art workshops
- Other tasks as assigned.

SKILLS AND QUALIFICATIONS

- 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: 10 weeks at 30 hours per week **Hourly Wage:** \$14.50/hour

Estimated Start Date: Monday June 3 or 10, 2019

Please send a cover letter and resume to jobs.lovebc@gmail.com no later than **Friday May 17, 2019 by 12pm (noon).**

LOVE BC encourages youth who 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.loveorganization.ca/bc

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LOVE (BC)
was formerly known as
Leave Out Violence (LOVE) BC