



**Job Description - RPIRG Administrative Assistant
8 week full-time contract**

****This position is ONLY being offered to current University of Regina students, including those registered through Campion College, Luther College, and the First Nations University of Canada****

The Regina Public Interest Research Group (RPIRG) is a student-run and funded non-profit organization dedicated to community-based research, education, and action in the public interest. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the wider community. RPIRG has been in operation since 2007. For more information about us, please visit our website www.rpirg.org

We are seeking to hire a summer student to support a range of administrative projects to help us better serve our membership.

PLEASE NOTE: THIS POSITION IS FUNDED THROUGH CANADA SUMMER JOBS WHICH DOES NOT ALLOW THE HIRING OF INTERNATIONAL STUDENTS. The program requires applicants to meet the following conditions:

- **be between 15 and 30 years of age at the start of the employment**
- **be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,**
- **have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations**

For more information about eligibility, please visit the [Canada Summer Jobs eligibility page](#). Although we cannot hire international students funded through this specific program, please note that all other positions we hire are open to international students.

We will work with the successful candidate to create a workplan that both balances their strengths with skills and their learning interests. To that end, there are several projects that could be worked on, ranging from:

- Working alongside Outreach and Events Coordinator
 - provide logistical, outreach, and communications support throughout summer and for fall orientation activities
 - lead September orientation activities - including advertising, facilitating, initiating community and student partnerships, etc.
- Working alongside Executive Director
 - assist with policy and best practice research to update and better document organizational procedures related to governance, human resources, grant program priorities, and more
 - Supporting ongoing student and community advocacy work
 - Support garden 10th anniversary programming and data collection

Knowledge/awareness

- Non-profit and small office administration experience an asset
- Knowledge of anti-oppressive and anti-racist frameworks an asset
- Interest in social justice issues and community engagement an asset
- Knowledge of current realities of student life and campus organizing an asset
- Familiarity with comparative research and facilitating focus group type discussions an asset

Skills/Abilities

- Microsoft office and google applications - word, docs, excel, sheets, etc.
- Self-motivated, ability to work with minimal supervision while taking direction from staff
- Strong communication skills and asset
- Communications and marketing training an asset
- Community outreach

Contract Period: 8 weeks from July 19-September 10, 2021

Hours of Work: 30 hours per week. Hours are flexible, and all work can be completed from home

Location of work: Regina, Saskatchewan

Remuneration: \$20/hour plus vacation pay, paid sick days. Opportunities for professional development are also available.

Application Deadline: 9am on Monday, June 28, 2021

****RPIRG actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity.****

To apply, please prepare the following:

- Resume and very brief Cover Letter, all in one document - please include your name in the title of the document. Your cover letter should explain how your skills and experience will benefit you specifically in this role

And send it to:

Krystal Lewis, Executive Director (pronouns: she/her)
Regina Public Interest Research Group (RPIRG)
info@rpirg.org

If you would prefer to apply in a different way or have questions about this position, please contact Krystal with the email address above to discuss.

This position has been funded in part with generous support from the Canada Summer Jobs funding program.

****This position is ONLY being offered to current University of Regina students, including those registered through Campion College, Luther College, and the First Nations University of Canada****