



## PROJECT ASSISTANT

<b>Date Posted:</b>	April 25, 2019	<b>Start Date:</b>	May 1, 2019
<b>Position Type:</b>	Summer Student Part-time, 30 hours per week	<b>Wage:</b>	\$17.50 per hour
<b>Location:</b>	47502 Chartwell Dr. Chilliwack, BC V2P 7Z6	<b>Contact:</b>	Cassie Taylor Manager <a href="mailto:info@lifestrategies.ca">info@lifestrategies.ca</a> 604-856-2386
<b>Company Profile</b>			
<p>Life Strategies Ltd. is an award-winning, project-based organization comprising a small core team of career and leadership consultants with expertise in research, training, curriculum/resource development, psychometrics, project coordination, and writing. We have provided workplace-based consulting, research and writing services, training, leadership development, team strengthening, assessment, curriculum development, counselling, outplacement support, and coaching services to employers in BC, and beyond. Clients have ranged from some of the largest corporations and governments to mid-size organizations, community-based agencies and small home-based businesses, across diverse industries and sectors including community living, public health, career and employment services, high-tech, transportation, manufacturing, nuclear power, construction, and forestry.</p> <p>The Life Strategies team is led by an award-winning career development thought leader, Dr. Roberta Neault, who has a passion for, and a long history of, supporting the broad non-profit social service sector.</p>			
<b>Work Environment</b>			
Work flexibly from your own home office with the occasional requirement to work on-site in Chilliwack (negotiable).			
<b>Educational Qualifications</b>			
Applicant <b>must</b> be currently enrolled in post-secondary institution. Preference will be given to students within the Business/HR Management and/or Counselling/Psychology programs.			
<b>Role and Responsibilities</b>			
<p>The Project Assistant will support the Manager in the provision of services as directed by the President. As a small organization, duties will cover a diverse set of roles/responsibilities described below.</p> <p><b>Office</b></p> <ul style="list-style-type: none"> <li>• Prepare workshop, training, and conference materials (e.g. handouts, PowerPoint presentations, venue logistics/technology)</li> <li>• Prepare private clients' files (e.g., assessment tools)</li> <li>• Submit bi-weekly categorized time sheets</li> </ul> <p><b>Project Support</b></p> <ul style="list-style-type: none"> <li>• Draft, organize, format, and edit documents within Microsoft Office suite</li> <li>• Support research through development of surveys and analysis of data</li> <li>• Assist Manager and President in the development of project resources (e.g., literature reviews, environmental scans, reports) as directed</li> </ul> <p><b>e-Learning</b></p> <ul style="list-style-type: none"> <li>• Support curriculum and course material revisions</li> <li>• Submit CEU pre-approval documentation</li> <li>• Assist students, instructors, and administrative staff as required</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Use social media platforms to reach potential students/customers</li> <li>• Update and distribute course information</li> <li>• Maintain awareness of marketing opportunities and communicate as appropriate</li> </ul>			



<p><b>Writing</b></p> <ul style="list-style-type: none"><li>• Contribute to blog and maintain schedule</li><li>• Support revision of Beyond the Basics book including liaising with contributors</li><li>• Assist research and editing of articles and books</li></ul>
<p><b>Skills/Knowledge/Attributes</b></p> <ul style="list-style-type: none"><li>• Proficiency with technology<ul style="list-style-type: none"><li>○ Microsoft Office suite (e.g., Word, PowerPoint)</li><li>○ Social media (e.g., Twitter, Facebook, LinkedIn, Wordpress, Hootsuite)</li><li>○ e-learning platforms (e.g., Moodle)</li><li>○ File/client management systems (e.g., OneDrive)</li><li>○ Research and data collection programs (e.g., Survey Monkey, SPSS)</li></ul></li><li>• Strong eye for detail</li><li>• Independent worker</li><li>• Knowledge of the career development sector is an asset</li></ul>

Please submit resume and cover letter to [info@lifestrategies.ca](mailto:info@lifestrategies.ca) with the subject line **Project Assistant Application**