



Black Cultural Centre for Nova Scotia

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Operated by the Black Cultural Society of Nova Scotia

SUMMER JOB OPPORTUNITIES at The Black Cultural Centre

Job Title: Program Coordinator Assistant (1 Position Available)
Location: Cherry Brook, Nova Scotia
Duration: 8-12 weeks June – August 31, 2018: Monday to Saturday work schedule (5 day cycle)
Wage: \$ 11.50 per hour (35 hours per week)
Work Language: English, basic French knowledge would be an asset but not required.
Application Deadline: May 18, 2017 - 4:00 pm

Be Inspired! Celebrate Nova Scotia's rich Black History

Be a part of sharing the rich history and diverse culture of African Nova Scotians. The Black Cultural Centre established in 1983 is looking for energetic and creative individuals to inspire and welcome visitors to the museum.

Job Description: To be part of the Black Cultural Centre's program team, responsible for community programs and youth programs. Occasional assignments which will include assisting with exhibits that portray African Nova Scotian heritage through special programs and community activities. Providing services that assist tourists and the public at large in gaining valuable knowledge of Black history and culture through the many displays, exhibits and artifacts at the Black Cultural Centre. Interacting with members of the African Nova Scotian communities throughout the province to hold events and programs. Provide creative youth programs and be able to deliver youth programming, such as day camps and special cultural education programs.

Duties: Provide support to the creating and carrying out of programs and events associated with the Black Cultural Centre; conduct youth activity programs and summer camps; assist in research programs and community outreach events.

Must have a passion for event planning and program coordination.

Qualifications:

- University and/or college student (returning to studies)
- General knowledge and interest of African-Nova Scotia History;
- Digital graphics computer skills (Photography, Photoshop etc)
- Good verbal and written communication skills;
- Ability to conduct research via internet and library;
- Customer service skills an asset
- Ability to read/write French would be an asset.
- Basic computer skills: Microsoft Office
- Retail experience an asset

Important Notes:

Please be advised of the eligibility criteria for the positions:

The eligibility criteria are as follows:

- be legally entitled to work in Canada;
- be a Canadian citizen, or permanent resident or have refugee status in Canada; (Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.);
- be between 16 and 30 years of age at the start of employment;
- be registered in the Young Canada Works (YCW) candidate inventory (young-canada-works.canada.ca);
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) during the summer period;
- have been a full-time student (as defined their educational institutions) in the semester preceding their job with summer employment; and intend to return to full-time studies in the semester following their summer job.

All applicants must meet the eligibility criteria and must be approved by the Summer Employment Program funding agencies.

How To Apply:

- Step 1: Register online at Young Canada Works (young-canada-works.canada.ca)
- Step 2: Submit resume and cover letter via email: jobs@bccns.com or via fax: **902-434-2306**

**Application Deadline: May 18, 2018 - 4pm.
Only successful candidates will be contacted.**

The Black Cultural Society is grateful for the support of Young Canada Works and the Service Canada Summer Employment Program.