



## Job Advertisement

Title: Cultural Development Assistant (Summer Student)

Duration: May 14, 2018 until July 20, 2018 (10 weeks)

### Job Summary

The Cultural Development Assistant contributes to the development of cultural materials, programs and events. As part of the office team the Cultural Development Assistant also works together with the Executive Director and the Office & Program Assistant to ensure smooth day-to-day operations of the Saskatchewan German Council Inc. office.

### Primary Duties and Responsibilities

The Cultural Development Assistant is required to perform a range of duties including, but not limited to:

- Assist **with preparing for and organizing SGC's annual Treffpunkt Weekend and AGM**
- Support staff with the planning **and coordination of SGC's** programs, projects and events
- Show an understanding of historical development in Saskatchewan
- Assist staff with public relations responsibilities
- Assist with updating the SGC library
- Prepare **articles on various aspects of the Council's cultural activities for publication in the SGC newsletters**

### Knowledge, Skills and Abilities

- Be enrolled in a post-secondary program relating to German language, cultural studies, history or communications
- Good organizational and time management skills
- Ability to set and attain goals
- Effective research and writing skills
- Knowledge of German language an asset
- Computer skills including the ability to operate Microsoft Office programs
- Applicants have to be between 15 to 30 years of age and full-time students intending to return to their studies next school year

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Hours: 32 hours/week

Salary: \$12.96/hour

How to apply: Please e-mail your résumé to [gabi@saskgermancouncil.org](mailto:gabi@saskgermancouncil.org)

Contact: Gabriele Waidelich-Harrison, Executive Director

Deadline for applications: April 17, 2018

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