

# SPECIAL PROJECTS ASSISTANT

Salary is \$25.00/hour. Relocation costs (if applicable) are the responsibility of the successful applicant. Please note, this position is located in Edmonton, AB.

Please forward your cover letter & resume to Danielle Lightning at [Danielle.Lightning@edo.ca](mailto:Danielle.Lightning@edo.ca).

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.

Deadline for applications: July 12, 2024.

## POSITION SUMMARY

Cando is a National non-profit Indigenous community-based organization that devotes its activities towards building and strengthening Indigenous economies, providing education, professional development, and networking opportunities for Economic Development Officers (EDOs) working in Indigenous communities or organizations.

Under the general direction of the Special Projects Director, Special Projects Assistant has primary responsibility to assist with research, development and delivery of economic development projects, initiatives and services within Cando and throughout Canada. Special Projects Assistant will also provide support with a number of communication activities such as email marketing, website content development, press releases, marketing collateral and other communications programs that effectively and consistently describe and promote Cando's services, programs and mission.

Job duties will include: assisting with the development, management and delivery of innovative Indigenous economic development projects and initiatives; assisting with development and maintaining of networks with community economic development officers, Indigenous communities and organizations and Indigenous Services Canada (ISC); supporting the coordination of information and research within the organization and with various stakeholders; assisting with marketing and communication activities that promote the organization's activities; and fulfilling general office duties as required.

## EDUCATION & EXPERIENCE REQUIRED

- High School Diploma and some post-secondary education in a related field (adult education, business administration, economics, human services).
- A minimum of one year of related, hands-on experience is preferred.
- Experience working in a non-profit environment and /or in an Indigenous organization is a definite asset.
- Experience in research and event coordination is an asset, including proposal writing and reporting.

## KNOWLEDGE, SKILLS & ATTITUDE REQUIRED

- Computer skills at an intermediate level including Word, Excel, and Outlook.
- Strong skills utilizing communication tools such as Zoom and Teams.
- Understanding of Indigenous culture and protocols and the current issues, constraints and potential solutions to economic development amongst First Nation communities and Métis Settlements.
- Excellent communications skills, written and verbal.
- Strong problem-solving and time management skills, organization skills and attention to detail.
- Exceptional time management skills and interpersonal skills.
- Ability to work in a fast-paced environment and manage multiple tasks at the same time.
- Team player: ability to work with a range of age groups and personalities. Ability to deal with changing priorities on a regular basis. Willingness to offer assistance to other staff members (time permitting).
- Must be able to work effectively and efficiently either independently or as part of the dedicated Cando team.

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