

JOB POSTING DETAILS

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| Employer | Centre for Social Justice and Good Works (Centre for Social Justice and Good Works (Sweet Change)) | Job Type | RI |
| Job Title | Retail Sales Associate | Duration | Contract |
| Job ID | 11456 | Location | Sault Ste. Marie |
| Date Posted | September 17, 2021 | Closing Date | October 1, 2021 |

Job Overview - Description & Duties

The Centre for Social Justice and Good Works (the 'Centre') and Sweet Change is seeking a Sales Associate - Retail - Summer Student to support projects and initiatives at the Centre. This is a 15-week contract position at 8-10 hours a week plus unpaid lunch breaks starting at the earliest. Flexibility with hours/week can be discussed.

The Key Responsibilities of the Sales Associate - Retail - Summer Student includes:

- Responsible for preparing and handling orders for online, curbside pickup, delivery clients and retail store during special holidays and Mill Market events.
- Act as a point of contact for Sweet Change orders/inquiries and attend community stakeholder meetings.
- Assist with advertising and promoting events and programs through social media.
- Conduct research on marketing strategies for Centre programs including 'Sweet Change' and assist with arranging wholesale of products to community partners.
- Represent Sweet Change at Mill Market and all other important community events.
- Perform administrative duties such as creating invoices, filing documents, answering phone calls, sending emails, maintaining stakeholder relationships and creating documentation pertinent to programs at Sweet Change and the Centre.
- Provide support to Sweet Change and Centre staff.

Required Skills

The successful application must meet the requirements of the Canada Summer Jobs Program:

- Applicant must be a high-school or post-secondary full-time student studying Marketing, Communication, Community Development, Business, or a related field.
- Applicant must be between the age of 15 - 30 years of age at the start of employment.
- Applicant must be a Canadian citizen, Permanent resident or a person who has been granted refugee status in Canada. International students are not eligible to participate.

Other Requirements

The successful application should have the following qualifications:

- Fluent in English, have basic computer skills and be flexible in duty assignment.
- Workdays will be between Monday and Saturday and hours will generally vary between 9 a.m. and 5 p.m., depending on project needs.
- Must be a creative thinker.
- Must enjoy working as a team.
- Must be able to promote programs with enthusiasm.
- Must be able to easily communicate with and inspire confidence in our community.

How to Apply

Interested candidates should submit a cover letter and resume to 'centresjgw@gmail.com' by Friday, October 1st, 2021, at 4:30 p.m. Eastern Time. Any applications received after the due date will not be considered. The Centre is a non-profit organization that envisions an inclusive, welcoming community in which people are inspired, empowered, and supported to work together to transform society for the greater good through works of service and social justice.