

## JOB POSTING DETAILS

<b>Employer</b>	Centre for Social Justice and Good Works (Centre for Social Justice and Good Works (Sweet Change))	<b>Job Type</b>	RI
<b>Job Title</b>	Sales Associate - Summer Student	<b>Duration</b>	Full Time, 8 Weeks
<b>ES Job ID</b>	12659	<b>Location</b>	NA
<b>Date Posted</b>	May 16, 2022	<b>Closing Date</b>	May 30, 2022

### Job Overview - Description & Duties

The Centre for Social Justice and Good Works (the 'Centre') and Sweet Change is seeking a Sales Associate - Summer Student to support projects and initiatives at the Centre. This is an eight week contract position, at 35 hours a week, plus unpaid lunch breaks.

The key responsibilities of the Sales Associate - Summer Student include:

- Responsible for preparing and handling orders for online, curbside pickup, delivery clients, retail store, Mill Market, and special events.
- Acting as a point of contact for Sweet Change orders/inquiries and attending community stakeholder meetings.
- Assisting with advertising and promoting events and programs through social media.
- Conducting research on marketing strategies for Centre programs, including 'Sweet Change' and 'I Love to Move.'
- Representing the Centre at community events.
- Performing administrative duties such as creating invoices, filing documents, answering phone calls, taking minutes and creating documentation pertinent to programs at Sweet Change and the Centre.
- Providing support to Sweet Change and Centre staff.
- Work days will be a maximum of 5 days per week (between Monday and Sunday) and the 35 hours per week will generally vary between 9 a.m. and 4:30 p.m (8:00 - 2:30 pm Saturdays), depending on project needs.

### Required Skills

- Applicants must be a full-time student studying Marketing, Communication, Community Development, Business, or a related field.
- Applicants must be between the age of 15 - 30 years of age at the start of employment.
- Applicants 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

- Fluent in English, have moderate level computer skills and be flexible in duty assignment.
- 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 Monday, May 30, at 4:30 p.m. Any applications received after the due date will not be considered.

The Centre welcomes and encourages applications from people with disabilities. Accommodations are available upon request for all

aspects of the hiring process. 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.