

Job Posting – Junior Office Clerk

FIRST Robotics Society is a registered charity and a primarily volunteer-run organization, responsible for delivering *FIRST* programs throughout the province of Alberta as *FIRST* Alberta.

Job Description:

Under the direct supervision of the Executive Director, the applicant will be working with the operation committee to develop organizational and promotional resources to better support and promote our activities. Tasks would include building a volunteer database, modernizing the website, relaunching the social media platform, taking part in promotional events, etc.

Contract details:

- **Hours:** 35 hours per week (flexible workday possible)
- **Total Weeks:** 8 weeks (starting on July 2nd, 2024)
- **Rate:** \$16.00 per hour
- **Location:** Edmonton preferred, remote is also possible
- **Application Deadline:** May 29, 2024, at 10 PM

Desired Qualifications/Skills:

- The candidate must be between 15 and 30 years of age.
- Current students involved with *FIRST* robotics or alumni of *FIRST* robotics preferred.
- Hybrid work environment; may be required to travel for events around Alberta.
- Well organized and ability to work independently with flexible hours.
- Proficient with Google Workspace tools (Gmail, Google Sheet, Google Docs, etc.)
- Strong written and oral communication in English.
- Familiarity with multiple social media platforms.
- Ability to work with the Adobe suite is a great skill (Illustrator, Premiere, etc.)

How to Apply:

Email your résumé and cover letter to apply@firstalberta.ca. Only selected candidates will be contacted for an interview by June 9, 2024.

For more information:

Contact Philippe Manseau, Executive Director, at philippe@firstalberta.ca.