



Charitable Activities Assistant

Job Description

Title: Charitable Activities Assistant
Terms: Full-time summer employment from May 11 to August 31, 2020 *with possible extension
Reports to: General Manager

The Friends of Jasper National Park are looking for a Charitable Activities Assistant to be part of our dynamic team. This seasonal position will assist with all aspects relating to the day-to-day operations of a successful not-for-profit association including administration, marketing, fundraising, sales, programs and special events.

Key Responsibilities

The Charitable Activities Assistant will:

- Carry out daily administrative tasks, as assigned, for both the office and gift shop;
- Answer email, online and telephone queries and follow through;
- Maintain and update filing system (including computer files);
- Complete general bookkeeping duties;
- Keep membership, volunteer and donor databases up to date;
- Assist with digital and social media, as needed;
- Complete duties and/or training opportunities in all areas of the organization including (but not limited to) programs, special event, projects and sales;
- Use online communication tools as part of day-to-day operations;
- Act as an ambassador for the Friends of Jasper National Park (and Jasper National Park) by greeting visitors, answering questions and providing information about the organization and the Park;
- Provide excellent customer service in all interactions with visitors, volunteers, co-workers, etc;
- Encourage stewardship and connections to Jasper National Park by informing visitors of FJNP programs, projects and volunteer opportunities;
- Inspire support for the Friends of Jasper National Park by informing visitors of membership and donation opportunities;
- Share knowledge, passion for and experiences in Jasper National Park with visitors; and
- Support the organization in maintaining a high level of morale by fostering a positive workplace environment.

Grant Conditions

This position is conditional upon the receipt of funding from the Canada Summer Jobs grant. In order to qualify for the position, individuals must:

- be between 15 and 30 years of age at the start of employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Skills & Qualifications

The successful candidate for this position will have:

- a passion for wild spaces, the outdoors and Jasper National Park;
- outstanding customer service and communication skills (preference may be given to candidates who are proficient in both of Canada's official languages);
- some post-secondary education in a related field;
- strong organizational skills with attention to detail;
- strong computer skills, working primarily in a Microsoft environment;
- a strong knowledge and experience with social media platforms (Facebook and Instagram);
- experience with desktop publishing/graphic design an asset;
- the ability to work with visitors, volunteers and co-workers in a friendly, positive, and professional manner;
- self-motivation, with an ability to work well on own or with others;
- the ability to work as a team player in a fast-paced environment, with a focus on flexibility and adaptability;
- a valid driver's license;
- physical ability to stand for long periods of time, to hike, to lift boxes and to work with trail tools;
- a mode of transportation (bicycle or vehicle);
- valid first aid and CPR certification (or obtain before the start date); and
- a criminal record and enhanced security check (before the start date).

Perks, Benefits & Wages

The Charitable Activities Assistant will:

- Experience the beauty of Jasper National Park (mountains, lakes, wildlife) and all of the wonderful outdoor adventures that it affords (including hiking, biking, paddling, climbing and more);
- Work for an organization that is passionate about encouraging stewardship and connecting people to Jasper National Park;
- Earn \$17 per hour (\$16/hour plus \$1/hour end of season contract bonus) as well as a health and wellness allowance;
- Get great experience in a fun and collaborative work environment;
- Enjoy a staff discount in the FJNP Gift Shop which includes books, maps, unique gifts and Canadian-made jewelry;
- Staff accommodation may be available for suitable candidate.

The Friends of Jasper National Park are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Application Process

Please forward your resume and a letter of application outlining your skills and qualifications to:

Friends of Jasper National Park
Attn: Heather Aussant Roy, General Manager
P.O. Box 992
Jasper, AB T0E 1E0

Email heather@friendsofjasper.com

Application Deadline:

Resumes will be accepted until Monday, March 2nd. Please note that we will only contact candidates that have been selected for an interview.