



Allied Arts Council of Lethbridge (AAC) Administrative Support – Summer Term Position

The Allied Arts Council of Lethbridge (AAC) is a not-for-profit umbrella organization working to advance the arts in Lethbridge. We are looking for a motivated, outgoing, creative, disciplined, and resourceful individual to provide support for a busy slate of summer programs, events, and activities.

The successful candidate will provide support with summer events and help prepare for fall events. Duties include assistance with project management, publication distribution, data entry, staffing information tables, and public outreach. ProServe certification and some bartending experience would be an asset. This person will also provide vacation relief at the AAC and Casa offices, as required, with some reception and general clerking duties. An interest in working in the not-for-profit sector will make you an excellent candidate for this position.

The position being offered is funded in part by a Canada Summer Jobs grant. The Canada Summer Jobs grant requires that the successful applicant be:

- Between 15 and 30 years of age;
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada

The successful candidate will be required to work 37.5 hours a week at the AAC 7 Street office, Casa and other event locations as scheduled. Evening and weekend work and some physical labour will be required. The pay rate for this position is \$21.00/hr. The term position will end no later than August 30, 2024. A recent vulnerable sector check must be provided.

Please submit your cover letter, resume and three (3) references, electronically and in confidence, to:
Danielle Gibson, AAC Finance & HR Manager
E: HR@artslethbridge.org

Application deadline: **May 6, 2024**

We appreciate all interest in this position; only those candidates invited for an interview will be contacted. Interviews will be conducted May 13-17. Proposed start date is July 2, 2024.