



PRACTICUM STUDENT

Title: Practicum Student

Reports to: Program Manager

Status: Part time (8-10 hours/week)

Nature & Scope: The Practicum Student works with the Program Manager and other staff as needed in support of the Highbanks program including planning, organizing and supplying for programmed events, social communications and engagement with a vulnerable population. The goal of this role is to provide Highbanks with programming support and provide the practicum student with meaningful work as it pertains to their education.

Key Responsibilities Include:

Program Support:

- Assist with creating a nurturing, stable and inclusive community for all Highbanks residents
- Assist with monthly Highbanks workshops
- Prepare annual holiday events
- Plan and facilitate children's programming events
- Assist Program Manager in practical and basic case work as needed
- Organize and facilitate past resident events
- Research and communicate supports and opportunities for past residents
- Engage and solicit volunteers for Highbanks programs as needed

Communications:

- Maintain communications board with upcoming events and relevant information and resources
- Assist with development of residents newsletters and social media communications
- Assist with blogging as needed

Office Administration Support:

- Support the administration team in document retention
- Enter resident data into database
- Assist with any office errands as needed



Requirements

- Some education in the fields of social work, social sciences or early childhood education
- Experience working with children and youth
- Prior knowledge of social service field and agencies in Calgary is an asset
- Strong interpersonal communications skills and ability to communicate effectively with a diverse population
- Skilled oral and written communicator
- Skilled with using social media as a communication tool
- Strong organizational skills
- Experience developing and delivering a clear and detailed program plan
- Knowledge of Microsoft and Apple software
- Experience with data entry
- Ability to multi-task and remain on focus despite interruptions

To apply, send resume and cover letter with subject line reading 'Practicum Student' to Barb at administration@highbanksociety.ca