

## **Resource and Program Support Specialist –Summer Position**

**Position:** (14-16 weeks) to be located at Community Links Provincial Office  
5516 Spring Garden Road, Halifax \$10.00/hr

### **Description of duties:**

#### Resource Development/Updating

- Assist with the preparation of promotional materials for both Community Links and the Preventing Falls Together (PFT) Program, including displays/brochures on a variety of topics
- Draft a series of 500-1000 word articles on topics related to falls prevention and other seniors' issues for use in organizational newsletter and other publications
- Work with PFT staff to update and catalogue the "Coalition Projects" document
- Prepare an up-to date listing of PFT program print resources developed by coalitions and Program staff

#### Program support

- Update the PFT Coalition data base
- Update display for, and attend the 50+ Expo, June 12 and 13th in Halifax
- Prepare and distribute the organizational e-bulletin for June, July and August
- Administer the NS Volunteer Forum website for the months of June, July and August
- Assist with activities related to Community Links projects
- Assist with activities related to Coalition projects or provincial PFT projects, such as preparations for the PFT Provincial Conference Fall, 2008
- Assist with administrative support activities for both Community Links Provincial Office and the Preventing Falls Together program
- Other duties as required

### **Supervision:**

On site supervision and mentoring provided by Community Links Office Administrator  
Work with Preventing Falls Together Staff on specific projects.

**\*Please note: this position is contingent on receiving Canada Summer Jobs Funding\***

**To apply for this position** email resume and cover letter to:

[admin@nscommunitylinks.ca](mailto:admin@nscommunitylinks.ca)

Please type 'Summer Position' on your subject line.