



Full Time Contract – 6 Months
Youth* Paid Internship Position in partnership with St. Stephen's Community House
For
Supporting Our Youth (SOY)
A program of Sherbourne Health Centre

Job Title: Project Assistant - FRUIT LOOPZ Youth Festival at Pride 2010
Hours: 37.5 Hours/week, some weekends and evenings required
Extended time commitment will be required on Saturday July 3, 2010
Contract dates: March 1 2010 – September 1 2010

Description of duties:

- Coordination and recruiting of volunteers and performers
- Organizing, booking and chairing meetings
- Organize performers, their schedules based on length of performances
- Community group presentations on SOY and Fruit Loopz
- Development and distribution of promotional advertising
- Report writing
- Office duties as required

Basic skills required:

- Good written and verbal English
- Computer proficiency in Excel, Word, some graphic design, e-mail and internet.
- Good public speaking skills
- Ability to communicate needs clearly
- Strong time management and organizational skills
- Knowledge of the LGBT community and SOY
- Experience in working with youth

Other Qualifications

- First Aid & CPR an asset
- Other languages an asset

***Eligible applicants must be:**

- Between the ages of 16 and 24
- Out of school/not planning to return
- Not eligible for EI

Please Submit your resume by **4pm Wednesday February 17, 2010**
TO

KBabcock@sherbourne.on.ca or fax it to: 416-324-4262 – ATTENTION: FRUIT
LOOPZ

and call 416-324-5083 Lorelei King

