



**Youth
en
Route**

Championing active travel to school and beyond

Event Assistant Part/time

August 30, 2023

Calgary-based Charity Youth en Route champions active travel to school and beyond. Focussed on high school students, our work breaks down the barriers youth face when considering active modes of travel.

We are looking for a communications, journalism or PR student to complete a three-week project to promote and manage a fun, weeklong event to encourage Calgary High School students to consider biking to school. We're calling it Roll Out Carbon Week. This position will start the week of Sept. 18 and continue over 60, flexible hours, until Oct. 10 and the final reporting work is complete.

Your Responsibilities:

- Deliver prizes, posters and materials to schools
- Support schools in their efforts to rally students to reduce emissions for week
- Solicit donations or follow up on offers to donate
- Organize prizes and donations to distribute to schools
- Take photos and videos at various schools, following FOIP guidelines, and share to engage with community
- Post and engage with students on social media using @youthenroute accounts, track data, award prizes
- Complete reporting and assessment of event and write a "What we did" blog post, with photos and/or video
- Meet assigned deadlines

Your Qualifications:

- The candidate will be highly motivated, willing to work in both an individual and team-oriented environment
- Strong oral, written and visual communication skills
- Excellent video skills, including photography, editing and visual storytelling
- Excellent social media and engagement skills
- Willingness to learn, edit, listen, rewrite and try new things is key
- Experience and/or passion for urban cycling and active travel modes is an asset.

Education and Experience:

- Enrolled in, or recently graduated from, a certified post-secondary communications, journalism, web development or public relations program.

Employee Status: Temporary , part time employment supported by Calgary Foundation event-specific grant.

Remuneration and requirements:

- Pay \$18 per hour
- Ability to get around the city to deliver materials, support events and capture images
- Hours are flexible, however some availability during weekday school hours is required

Apply with short cover email, resume and one sample of your work in writing, photography, video or other form of communication and one reference to info@youthenroute.ca. Deadline for applications is Monday, Sept 11 at 11:59 p.m.



Phone.

— 403-472-7715



Email.

— info@youthenroute.ca



Web.

— www.youthenroute.ca