



Job Posting Summer Student Program

Position: Researcher/Program Developer
Rate of Pay: \$15/hour

Duration: 9 Weeks @ 35 hrs/week
Location: BEA Central Office - Halifax

The Black Educators Association is looking for a post-secondary student with experience in workshop development and developing instructional materials. Preference will be given to students in the fields of Education and Social Sciences.

Specific Duties/Responsibilities

- Responsible for program development under the supervision of the Executive Director
- Research and update scholarship and bursary information, and set up database for membership list
- Research and develop workshop strands
- Develop Cultural Academic Enrichment Program (CAEP) Binders
- Event planning for a career-based conference and identifying potential mentors for the initiative
- Ensure completion of all reporting requirements
- Work with BEA/Dalhousie Math Camp and the BEA Open Golf Tournament

Closing Date: Friday, June 10, 2014

Please send resume and cover letter to:

shonna.smith@theblackeducators.ca

Position is sponsored by: Service Canada/Canada Summer Jobs