

Project Assistant

Application due: 12:00 Noon, April 22, 2019

Interviews: April 30 and May 1, 2019

Rate of pay: \$18.00 per hour, less mandatory deductions (CPP, EI, etc...)

Location of Work: Percy Page Centre
Second Floor
11759 Groat Road NW
Edmonton, AB T5M 3K6

Start Date: May 27, 2019

End Date: August 30, 2019

Hours of Work: 9:00 a.m. to 4:30 p.m.

four days each week (generally Monday – Thursday), hours and days may vary depending on operational requirements (events and travel)

Applicants should send a CV and one-page cover letter to: info@bookpublishers.ab.ca

The Project Assistant will work directly with the Project Coordinator and Executive Director to deliver the following projects:

1. The Book Publishers Association of Alberta Annual Conference
 - a. Organizing Professional Development Sessions
 - i. Arrange and coordinate guest speakers and presenters
 - b. Production of the conference
 - i. Develop a program for the conference
 - ii. Create and produce printed programs
 - iii. Create and produce a welcome package for attendees
2. The Alberta Book Publishing Awards Gala
 - a. Organize presenters and guests
 - b. Solicit and administer sponsorships
 - i. Event
 - ii. Award(s)
 - c. Marketing & Promotion
 - i. Traditional media
 - ii. Social media
 - iii. Personal selling
 - d. Production of the awards gala
 - i. Develop a program
 - ii. Create and produce printed programs
 - iii. Generate a script for the awards ceremony
3. Marketing & Administration
 - a. Coordinate and schedule social media and website updates
 - b. Assist with production of marketing materials and ongoing programs
 - c. Member events

- d. Industry Events
- e. Database Updates
- 4. Other duties as required

The Project Coordinator and Executive Director will be jointly responsible for assigning work, ensuring that the student is able to perform all tasks assigned, providing training where necessary, offering mentorship whenever possible, and giving timely and constructive feedback on all work performed. Two-way communication will be daily, when possible (travel and meetings may take both full-time staff off-site one or two days a month) A formal meeting will take place at the beginning and end of the term to communicate expectations, deliverables, and overall performance.

The Project Assistant will share an open office space with the Project Coordinator and have access to both the Director and Coordinator at their request. The BPAA is governed by a volunteer Board, comprised of members of the association.

The nature of the work is administrative, and office based. Our health and safety plan covers general workplace safety including what to do in case of emergency, evacuation routes and procedures. We do carry WCB insurance and all employees will be covered per the legislation. The organization will provide all necessary equipment in good working order and never compel an employee to perform work which is hazardous or unhealthy, within reason. There will be some light lifting (<25kg) and possible travel offsite for meetings and events.

Applicants must meet the criteria of the [Summer Temporary Employment Program](#) (STEP), which specify that students are eligible if they:

- (a) are at least 15 years old
- (b) are a Canadian citizen, a permanent resident, or protected person under the Canadian [Immigration and Refugee Protection Act](#) and legally entitled to work and study in Canada
- (c) reside or attend school in Alberta with an Alberta address
- (d) are returning to high school or a post-secondary institution no later than November 1, 2019
- (e) are enrolled in a program that will result in a Certificate, Diploma, or Degree
 - a. technical training for an Apprenticeship is not eligible
- (f) are available for full-time summer employment
- (g) participate in only one STEP position during the summer
- (h) are not currently employed in the organization
- (i) are not immediately related to the owners or staff responsible for hiring in the organization

The Book Publishers Association of Alberta (BPAA) is a broadly-based professional organization representing and providing services and support for 28 book publishers in Alberta. The Association supports the publishing industry in Alberta which is committed to producing and marketing quality books; to working with local writers, illustrators and editors; and to promoting Alberta cultural perspectives. Member companies vary in size from small self-publishers to larger firms and publish over 250 titles annually.