



JOB POSTING

Part-time Summer Student Position
Membership & Maintenance Intern
Saskatoon CarShare Co-operative

Location: Saskatoon, SK, Canada

Position Title: Membership & Maintenance Intern

Duration: 8 weeks between June – August 2019 (some flexibility on start/finish dates); 30 hrs/week

Compensation: \$12/hr

The Saskatoon CarShare Co-operative (SCC) is a member-owned cooperative of seven vehicles located in core neighborhoods of Saskatoon. SCC offers the freedom of vehicle access without the expense and hassle of car maintenance. SCC has approximately 80 members with a priority in growing membership numbers.

RESPONSIBILITIES:

- Plan and facilitate promotional events, meetings, and information sessions to engage potential SCC members
- Attend local summer community events to promote the SCC
- Work collaboratively with staff to develop and implement social media and communications content
- Schedule and conduct new member orientations
- Strategic research as directed by the board of directors
- Regular vehicle maintenance (e.g. clean, fuel, tires, etc.)
- Book vehicle service appointments as required
- Other duties as assigned

SKILLS:

- Excellent interpersonal and relationship building skills
- Self directed with the ability to manage one's own time; ability to prioritize workload with competing demands
- Experience assisting with event coordination
- Basic vehicle maintenance experience is an asset
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Computer literate, and proficiency with Microsoft Office and Google suites
- Demonstrate superior attention to detail and accuracy
- Experience working with co-operatives and/or non-profits is an asset

APPLICANT REQUIREMENTS:

- Must be a full-time post-secondary student returning to school full-time in the fall
- Between 21 and 30 years old
- Hold a Class 5 driver license (or equivalent) and have a clean three-year Canadian driving record that is verifiable
- Access to a computer and phone
- Able to work evenings and weekends as required

INTERESTED APPLICANTS:

- Please combine your resume, cover letter stating how you meet the required qualifications, and three references into one PDF document with the file name: *yourname_intern_2019.pdf* and send it by email to scc.coordinator@gmail.com. Please use subject line “*SCC Summer Student*” in your email
- We value the contributions of people from equity-seeking groups bring to our organization. We encourage applications from people with disabilities, Indigenous people, people of colour, the LGBTQ2S community or another equity-seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter
- Applications close at **4:00 pm on Tuesday, May 28, 2019**
- We thank all applicants for their interest, but only short-listed applicants will be contacted for an interview