



Further Education Society

Strengthening Communities

Canada Summer Jobs - Educational Assistant

Summer Term Position

At the Further Education Society of Alberta (FESA), our mission is to strengthen communities, families, and individuals through literacy and learning. We need passionate, high-performing, and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Under the direction of the Assistant Executive Director, the Educational Assistant provides operational, administrative, research assistance, and performs a variety of administrative, coordination, and logistical services in support of the operations of the organization and its projects and programs.

FESA is an equal opportunity employer and we welcome applications from members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

Qualifications:

- Capacity to work with people from diverse cultural backgrounds.
- Demonstrates an egalitarian philosophy and non-judgmental attitude (i.e. sensitivity to diversity, poverty and minority issues).
- Demonstrate related competencies such as flexibility, self-esteem, maturity, responsibility and empathy.
- Self-starter and resourceful thinker.
- Decision making and prioritizing abilities: assess situations to determine the importance and urgency, and make clear decisions which are timely and in the best interests of the organization.
- Organizational skills: set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Excellent problem-solving abilities and aptitude to generate possible solutions and make recommendations and/or resolve the problem.
- Ability to work independently and work cooperatively and effectively with others to set goals.
- Strong communication skills: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Experience in curriculum design and eLearning development is an asset.

Duties/Responsibilities:

- Assist a busy non-profit with office operations and special projects
- Assist Assistant Executive Director with the compilation of research and data for new proposals and final reports
- Assist with curriculum design and eLearning development and delivery



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- Assist with evaluation of programs and projects
- Assist with organizing and analyzing program evaluations
- Assist in promoting community capacity building by promoting the tools, resources, and expertise of the organization to other community agencies, partners, and the general public
- Assist with fund development
- Assist with learner outreach and support
- Assist with other duties as assigned

This position is part of the Canada Summer Jobs program funded by Employment and Social Development Canada. Candidates must meet the following eligibility requirements to be considered:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Please note that those holding a temporary visitor, student, or work visa are not eligible.

Contract Term: 9 weeks (June 16 to August 15, 2025)

Hours: 30 hours per week

Hourly Wage Rate: \$20.00

Work Location: Hybrid (100-5421 11 St NE, Calgary, AB, T2E 6M4)

Application Closing Date: May 23, 2025

Interested applicants please send resume and cover letter in a PDF attachment with the file name "FIRST NAME-LAST NAME_Educational-Assistant" to: HR@furthered.ca.

Only those selected for an interview will be contacted. No phone calls please.