

Job Title: Student Intern

Job Type: Temporary (July and August) Full Time, or part-time for a longer duration (280 hours)

City/Province: Remote work from anywhere with internet, office located in Vancouver, BC

Open Positions: 1

Wages: \$21/hour

Date Posted:

Closing Date: July 5, 2021

## **Position Overview:**

[Light House](#) is an environmental non-profit operating in BC and Alberta. Our focus is on the built environment (assisting with environmental design, construction and planning), and the circular economy (prevention and reuse of waste and other resource recovery). This position will assist with the day-to-day operations, grant funded work, funding applications and marketing. There are opportunities for personal and professional growth as well as mentoring. Hours of work are flexible, but 'general' availability during 'regular working hours' of 9am - 5pm (PDT) from Monday to Friday for correspondence and scheduled meetings is needed.

## **Education and Experience:**

- Must be enrolled in post-secondary education, please provide details

## **Knowledge, Skills and Abilities:**

- Knowledge of the building industry would be considered an asset
- Computer literacy including efficiency with Microsoft Word, Excel, familiarity with PowerPoint is an asset
- Ability to work in a team environment as well as independently

\* Must have your own computer, phone and internet service (allowance provided), access to online version of MS Office will be provided

\* Priority will be given to Tsuut'ina Nation members.

***Please send a resume and availability by email to [brenda@light-house.org](mailto:brenda@light-house.org) with "Student Intern" in subject line.***