



Society Promoting Environmental Conservation  
*Practical solutions for sustainable cities*

## Elders Circle Project Assistant (Vancouver)

The SPEC [Elders Circle](#) is dedicated to supporting engaged Elders to cultivate the qualities and characteristics of a wise leader and forge meaningful roles within society. We believe Elders can play a key role in promoting a sustainable and empowered future. Our programs encourage deep reflection, social connection, growth in personal and collective agency, and collaborative action. We equip and enable Elders to share their wisdom, insights and skills within their communities as their legacy for the future. We primarily work with Elders engaged with the climate/ biodiversity/ justice poly-crisis of our time.

The Society Promoting Environmental Conservation (SPEC) is a charitable organization that promotes practical solutions in the areas of sustainable food systems, zero waste, renewable energy, sustainable transportation, and the Elders Circle. Since 1969, we have been empowering communities and individuals in the Lower Mainland to take action and build a greener future. Learn more at [www.spec.bc.ca](http://www.spec.bc.ca).

**Job Title:** Elder Circle Project Assistant

**Hours:** 30 hours per week

**Pay per hour:** \$20.00

**Term:** 12 weeks, start date to be determined

**Work location:** Vancouver, BC (Remote)

### Responsibilities

- Attend internal Elders Circle Team meetings.
- Connect with local youth and community organizations.
- Organize and facilitate youth-led interviews with seniors to prepare and disseminate Elder profiles from local Elders who are 'unsung heroes'.
- Support the outreach and organization of Canada-wide, on-line sessions with Indigenous and Western Elders.
- Support outreach and partnerships with other regional and national Elder programs in coordinating a national day of events and activities (October 1, 2024) for Elders across BC to express our deep concerns about the climate crisis.
- Provide technical support for all online meetings and educational/networking sessions.
- Support SPEC's Communications Coordinator to plan marketing and promotional materials.
- Report progress and results on a regular basis.
- Collect and manage program outreach and other data.

### Requirements

- A desire to meet and honour Elders
- Willingness to learn about the age-related experience, wisdom, skills, and knowledge of Elders
- Interviewing skills and ability to guide youth interviewers

- Excellent English language communication skills (oral and written)
- Experience with program design and event planning
- Strong time management and organization skills, with attention to detail
- Proficient in Microsoft Office and Google workspace
- Experience with Mailchimp
- Experience with diverse backgrounds, learning styles, and language abilities
- Passion for change-making through community-based programming

## Additional considerations

- Photography skills
- Patience and diplomacy
- Willingness to be mentored
- Interest in Journalism or writing as a career

A combination of education and relevant work experience may be considered.

The position is remote and requires semi-regular travel to Vancouver.

## Eligibility

Candidates must meet Canada Summer Jobs Program eligibility criteria:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work according to British Columbia legislation and regulations

International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

## Apply

Please forward your resume and cover letter with “Elder Circle Project Assistant” in the subject line by **12:00 noon PT, Monday, May 13, 2024**, to [admin@spec.bc.ca](mailto:admin@spec.bc.ca).

**We thank all applicants. Only those invited to interview will be contacted.**

### **SPEC is an Equal Opportunity Employer**

Individuals seeking to apply are considered without regards to race, ethnicity, color, age, religion, national origin, ancestry, pregnancy, sexual orientation, gender, gender expression, genetic information, physical/mental disability, caregiver status, or marital status.

SPEC conducts our work on the unceded lands of Coast Salish peoples, specifically the Squamish, Musqueam, and Tsleil-Waututh, who have stewarded these lands and waters since time out of mind. We continually work to recognize the ways in which we individually and as an organization uphold or oppose colonial systems of oppression and how we can do better. With respect, we understand that Indigenous rights and environmental stewardship are inextricably linked.