



UNIVERSITY OF CALGARY
WERKLUND SCHOOL OF EDUCATION



Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary
Funded by Canada Summer Job 2018

Summer Project Manager

Job Title:	Summer Project Manager	Job Category:	Program Implementation
Department/Group:	Management	Job Code/ Req#:	TFAPM
Location:	Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW	Travel Required:	Within the city
Level/Salary Range:	TBD	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Supervisor Contact:	Dr. Shirley Steinberg Dr. Mukarram Zaidi	Date posted:	May 1, 2018
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:	www.thinkforactions.com		
Applications Accepted By:			
E-MAIL: summer.research@thinkforactions.com Subject Line: Resume for [TFA- Summer Job] Project Manager Attention: Project Lead - Dr. Shirley Steinberg and Dr. Mukarram Zaidi			

Job Description

ROLE AND RESPONSIBILITIES

To oversee the successful implementation of [Program] in all quadrants of the city. The overall execution of the program, on a weekly basis and in each location, will be the responsibility of the Program Manager. To successfully fulfill this role, the candidate will be expected to:

- Develop the criteria for top 25 under 25
- Announce the competition and select the winners
- Advertise and spread the word about the competition
- Help with planning of Awards Night
- Recruit a Multi ethnic platform of judges
- Create a list of accomplished local youth for future events and initiatives
- Planning an awards night with venue logistics and guest speakers

QUALIFICATIONS AND COMMITMENT REQUIREMENTS

- Our number one priority in identifying candidates as managers is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.
- Grant application experience, funding application experience and report writing are an asset.
- The candidate should also have experience working in a team environment. The candidate should also have a basic understanding of Islam, relative to the program he/she is running.

ADDITIONAL NOTES

For Office Use Only

Offered By:	Click here to enter text.	Date:	Click here to enter a date.
Accepted By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date/Time:	Click here to enter text.