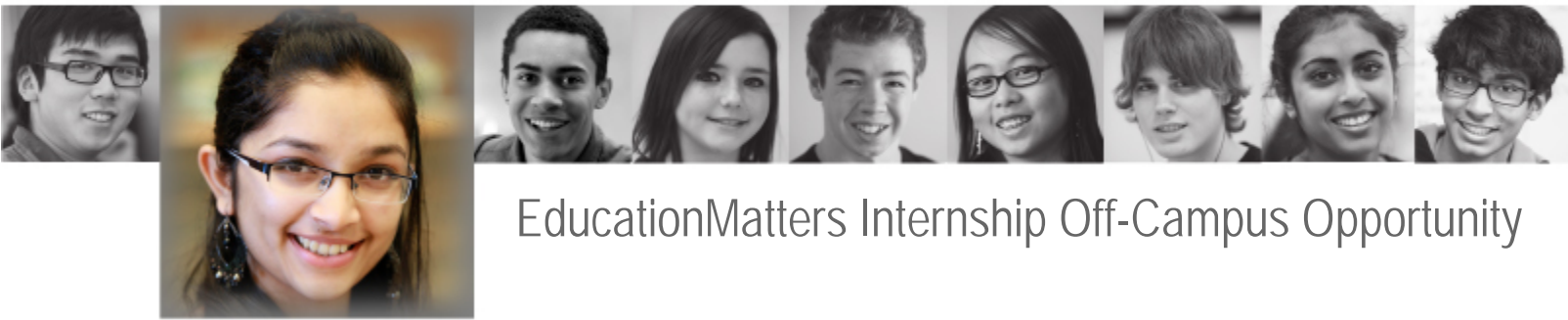


high school success



EducationMatters Internship Off-Campus Opportunity

contact

Sonya Gillis
 e | slgillis@cbe.ab.ca
 t | 403-817-7516

website

<http://www.cbe.ab.ca/programs/program-options/exploring-career-choices>



what?

- Explore a career in non-profit administration, fund development and communication through a CBE work experience internship with EducationMatters
- Gain knowledge, skills and experience in community fund development and communications (including donor research, website improvement and maintenance, data entry, public communication, event management etc.)
- Earn up to six credits in Off-campus Education while earning money

who?

- Open to 1 CBE high school student (16 years of age or older) with the following qualities, skills and attributes:
 - Punctual and reliable, strong written communication skills, strong interpersonal skills and proficiency with computers and websites
 - An interest in non-profit administration and communication

when?

- Single semester October 2017 to December 2017 half-day internship
- Monday - Friday, 15-20 hours, mornings OR afternoons, able to accommodate a flexible schedule.
- Please fax or email your Application Form, Cover Letter and Resume to Sonya Gillis slgillis@cbe.ab.ca **by Friday September 22nd, 2017**

where?

- EducationMatters Offices - 1221 - 8th Street SW

why?

- Gain work experience credits and earn money while being a part of EducationMatters, a charitable trust that funds innovative enhancement programs to help students excel and enrich their learning experiences
- Opportunity to learn more about careers non-profit, communications and administration

prerequisites

- Students must have completed HCS 3000
- Transportation to the work site (easily accessible via transit)





Instructions |

Please complete this form and email a digital copy or fax the printed form to Sonya Gillis slgillis@cbe.ab.ca f | 403-777-6159

First Name _____ Last Name _____

School _____ Grade _____

Email address _____ Phone _____

CBE ID _____

Please check the following as they apply.

Have you completed HCS 3000? Yes. No.

If you are accepted into the program, do you have a transportation plan to and from EducationMatters Offices (Offices - 1221-8th Street SW) ?

Yes. No.

Have you verified with your off-campus teacher or guidance counsellor that your timetable can be adjusted to accommodate this program?

Yes. No.

Statement of support (to be completed by your off-campus coordinator or Administrator).



Questions |

Please contact
Sonya Gillis at

sgillis@cbe.ab.ca
t |403-817-7516

Briefly describe why this employment opportunity is of interest to you or how it fits with your future aspirations or career plans.

STRENGTHS: Please list 5 strengths you would bring to this position.

1. _____
2. _____
3. _____
4. _____
5. _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Teacher/Administrator Name (Please print) _____

Teacher/Administrator Signature _____ **Date** _____

Applications deadline is 4:00pm on Friday September 22nd, 2017.

Successful candidates will be contacted and invited for interview.

Please email or fax 403-777-6159 the completed form to Sonya Gillis sgillis@cbe.ab.ca

Please attach a resume and cover letter.



**Calgary Board
of Education**