



World Professional Chuckwagon Association
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Ed Wittchen- President
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Indigenous Peoples – Metis Youth Summer Placement Program in partnership with Rupertsland Institute.

Position: Research Assistant Office/Marketing Assistant

Responsibilities for this position will include:

- Create hard copy and digital file of current rulebook and venue contracts.
- Assist the Director of Partnerships with Awards Night planning.
- Other duties as assigned by the Director of Partnerships and Administration
- Under the direction of the Director of Marketing, conduct email marketing to try to attract new revenue to various aspects of the WPCA.
- The Director of Marketing will assist by developing templates for sponsorship packages.
- The Director of Marketing and the President will supply a list of suggested contacts to approach.
- Do research to identify potential partners in every community we are connected with.
- Research potential grants available to the WPCA.
- Survey and interview fans at some tour stops.
- Complete an Excel file of every company/individual/organization contacted, position of the contact person/s, response/interest level.
- Other duties as assigned by the Director of Partnerships and Administration
- Under the direction and supervision of the President and Director of Administration develop and coordinate WOW- Women of the Wagons Program.
- Under the direction and supervision of the President create a data bank for future Turning the Barrel newsletters.
- In conjunction with the President develop a survey that can go to drivers, outriders, officials, alumni to gather information that can be used in writing the stories for Turning the Barrels. The President will supply the list of questions we need responses to.

Qualifications:

- Currently enrolled at and returning to a Post Secondary Institution.
- Proficiency with Word, Excel and possibly Power Point.
- Strong communication skills both written and verbal.
- Ability to multi- task and prioritize duties.
- Applicants must be Metis.
- Applicants are required to register with our partner Rupertsland Institute.

Compensation- \$17/ hour- 5 day/40-hour week for 16 weeks. Vacation pay is 4%. Deductions made for EI, CPP and income Tax

Starting Date- May 6, 2019 End Date – August 23, 2019

Candidate must be available until August 23rd in order to be able to complete final report. Laptop computer required.

Most of the role can be done from anywhere including home with an Internet connection. There might be limited travel to a couple of tour stops to conduct personal interviews depending where the applicant lives.