

## **CAAN Summer Student Program**

The Canadian Aboriginal AIDS Network (CAAN) is a not-for-profit coalition of individuals and organizations which provides leadership, support and advocacy for Aboriginal individuals living with and affected by HIV/AIDS, regardless of where they reside. With a committed board of directors, long time national members, researchers, and a dedicated executive team, this national agency's philosophy is that all Aboriginal Peoples deserve the right to protect themselves against infectious disease. Education and prevention are focused on empowering Aboriginal Peoples through education and information about the risks of HIV/AIDS and to protect themselves accordingly. CAAN continually thrives on providing the Aboriginal community with accurate and current information about the disease including the risks of contracting it, the issues of care and treatment, and the support for families and those infected with the disease. CAAN is currently seeking a summer student to assist in the specialization of AIDS/HIV community studies.

The Summer Student will be working with CAAN's main office located in Vancouver, and subsidiary office located in Halifax, his/her duties will include:

- Assisting with the social marketing and capacity building workshops at the CAAN AGM in Edmonton this summer
- Assisting in updating website, publishing newsletter, creating fact sheets, research and assisting in sustainability planning
- Assisting in developing and preparing funding applications

Ideally the Summer Student will demonstrate:

- A good understanding, knowledge, and/or experience of Aboriginal communities, organizations and traditions;
- Superb verbal and written communications skills with an ability to communicate complex information and be capable of drafting and editing a variety of written materials (ability to speak French or an Aboriginal language are considered to be assets);
- Superior organization, coordination, interpersonal, and administrative skills and an in-depth knowledge of office management principles and procedures;
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior individuals and community members at the grass roots level;
- Ability to work independently and expeditiously, including working under tight deadlines and competing priorities;
- Demonstrated sound judgment, tact, initiative, and flexibility; and

- Superior level of computer literacy, especially word processing, spreadsheets, presentation software, database software and web-based applications including search engines and tools.

The anticipated start date will be June 1st, 2010 and work to complete activities by August 27th.

As per CAAN's contribution agreement, applicants must be returning to university, or college in the fall. Please send cover letter and resume to:

Attn: Merv Thomas, National Programs/Communications Manager  
6520 Salish Drive  
Vancouver, BC V6N 2C7  
FAX: 604-266-7612

**Deadline for applications: May 28th, 2010**

**No phone calls please.**