

Role: Education & Program Development Assistant

Posting #: CSJ-2026-01

Job Type: Seasonal (9 weeks), Summer Job

Conditions: 30 hours/week; \$20.00/hour

Posting Date: April 22, 2026

Closing Date: May 1, 2026

Anticipated Start Date: May 25, 2026

ROLE OVERVIEW:

We are looking for a motivated, curious, and organized post-secondary student to join the SBE team this summer as our Education & Program Development Assistant. This is a hands-on role that blends research, community engagement, and creative content development. You will help us conduct the research and groundwork needed to inform and shape SBE's youth road safety education programming, giving you meaningful, portfolio-worthy experience in community-based research, stakeholder engagement, and educational content support.

This role is ideal for students studying education, public health, psychology, social sciences, communications, or a related field who want to make a tangible difference while building transferable professional skills.

KEY RESPONSIBILITIES:

1. Research & Community Engagement

- Help prepare simple surveys, focus group questions, and recruitment materials to gather feedback from students, teachers, and parents.
- Assist with outreach to teachers, principals, and parent groups to invite them to take part in surveys and focus groups.
- Take notes and help document focus group discussions, then share key points to guide program design.
- Help organize and summarize survey and focus group results into clear findings for the team.

2. Materials & Documentation Support

- Draft basic lesson plans, worksheets, and activity guides that support road safety education and align with Alberta curriculum.
- Create simple parent handouts to reinforce safety messages at home.
- Support planning for a fall pilot program by helping with scheduling, preparing resources, and organizing evaluation tools.
- Keep program materials organized in a digital system so staff and facilitators can easily find and use them.

3. General & Administrative Support

- Participate in team meetings and provide progress updates to the Executive Director.
- Support additional organizational needs as they arise.

QUALIFICATIONS & SKILLS:

The ideal candidate will bring:

Required

- Currently enrolled in or recently graduated from a post-secondary program (required under Canada Summer Jobs eligibility)
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Genuine interest in education, public health, child development, psychology, or social sciences
- Ability to work independently and as part of a small team
- Proficiency with Microsoft Office or Google Workspace
- Access to reliable transportation to attend community and school-based activities as required

Assets (Nice to Have)

- Experience with research methods, data collection, or survey tools
- Background in curriculum design, educational content, or instructional writing
- Familiarity with community outreach or stakeholder engagement
- Experience with project management or program planning

WORKING CONDITIONS:

- Hybrid work arrangement — a mix of remote work and in-person work based in St. Albert, AB
- 30 hours per week over a 9-week term
- Occasional travel within the St. Albert/Edmonton region for outreach and meetings may be required
- Supportive, mission-driven team environment
- A satisfactory Criminal Record Check is required prior to the start of employment

CANADA SUMMER JOBS ELIGIBILITY REQUIREMENTS:

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must: All successful candidates require the following to be eligible for the Canada Summer Job Program:

- Must be between 15 and 30 years of age at the start of employment.
- Must be a Canadian citizen, permanent resident, or person to whom refugee status has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Must have a valid Social Insurance Number (SIN) at the start of employment and be legally entitled to work in Canada per relevant provincial or territorial legislation and regulations.

Note: International students, temporary residents or work permit holders are not eligible to apply or participate in this program.

HOW TO APPLY:

We would love to hear from you! Please email your cover letter, resume, and two references to **Brenda McGaw, Executive Director** at info@slbutterflyeffect.org. Please include **Posting #CSJ-2026-01** in the subject line.

Deadline: May 1, 2026

Please note that interviews are conducted via video conference. Selected candidates will be provided with a link and instructions upon being invited to interview.

ABOUT SHEA-LYNN'S BUTTERFLY EFFECT

Shea-Lynn's Butterfly Effect (SBE) is a St. Albert-based charity dedicated to increasing seat belt compliance and promoting road safety education. Everything we do honours the belief that one small action, like buckling up, can have a profound ripple effect on lives, families, and communities. We work with youth, schools, and partners to build the next generation of safe road users.

This position is part of an exciting phase of SBE's growth as we redevelop and expand our youth road safety education programs. Your work will directly shape real resources used by students and educators across our region.

This position is funded by the Government of Canada through the Canada Summer Jobs program.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.