



School Board Election Engagement Assistant

The Regional Association of West Quebecers (RAWQ) is seeking a student to work on the Western Quebec School Board Voting List prior to the upcoming 2018 Fall elections. RAWQ advocates to political authorities (municipal, provincial and federal) on behalf of the interests of the English-speaking community of West Quebec. Our mandate is to promote the interests of the English-speaking community in the Outaouais, to strengthen the cultural identity of this community and to encourage the full participation of the English-speaking population in the community at large.

Requisites:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;

The General Description of Tasks:

Work in collaboration with the Western Quebec School Board administrative personnel to prepare the elector lists for the upcoming elections in the fall of 2018;

Work in collaboration with the Western Quebec School Board administrative personnel to ensure the accuracy of the elector lists for the upcoming elections in the fall of 2018;

Support the *School board election promotional assistant* in sensitizing members of the English-speaking minority community to the various mechanisms in place surrounding school board elections and promote the democratic process;

Support the *School board election promotional assistant* in providing members of the English-speaking minority community with information on how to register to vote in the upcoming school board elections;

Support the *School board election promotional assistant* in the development of a promotional campaign aimed at informing members of the English-speaking minority community of the upcoming election process;

General administrative tasks related to promoting and facilitating election engagement among the English-speaking minority community in the Western Quebec.

Work Plan:

June

Familiarize yourself with the Regional Association of West Quebec and the English-speaking minority community of the Western Quebec;



School Board Election Engagement Assistant

Familiarize yourself with the Western Quebec School Board, its territory of service and its institutions in the region;

Familiarize yourself with the of the role and responsibilities of a school board chair and commissioner;

Familiarize yourself with Quebec's school board election process;

July

Collaborate with the Western Quebec School Board administrative personnel to contact individuals eligible for their elector lists in the upcoming elections in the fall of 2018;

Collaborate with the Western Quebec School Board administrative personnel to provide individuals eligible for their elector lists with information on how to verify which list they are registered on;

Complete general administrative tasks related to promoting and facilitating election engagement among the English-speaking minority community in Western Quebec;

August

Continue to collaborate with the Western Quebec School Board administrative personnel to contact individuals eligible for their elector lists in the upcoming elections in the fall of 2018;

Continue to collaborate with the Western Quebec School Board administrative personnel to provide individuals eligible for their elector lists with information on how to verify which list they are registered on;

Complete general administrative tasks related to promoting and facilitating election engagement among the English-speaking minority community in Western Quebec;

Wrap up of regular tasks/completion of last-minute tasks.

Contact Us

Please submit your curriculum vitae and cover letter by Monday May 21, 2008 at 5:00pm by email at ed@westquebecers.ca or in person or by mail at: 181 rue Principale (Galleries Aylmer) Unit A-11, Gatineau, Québec J9H 6A6.

Only those candidates retained for interviews will be contacted.