

The Heart and Stroke Foundation of Nova Scotia is currently accepting applications for:

Position Name:	Program and Evaluation Assistant
Position Status:	Full time, term, until Aug 31 2012, possibility of renewal

Reporting to the Health Promotion Coordinator, the Program and Evaluation Assistant is responsible for providing administrative support, coordinating event logistics, managing materials, responding to information requests, and supporting volunteers as needed. The individual will work in the areas of health promotion and research.

The ideal candidate will have:

- advanced skills in Microsoft Project ,Microsoft Office , web-based information management as well as a knowledge of the use of personal computers, associated software and office equipment
- excellent organizational skills and attention to detail
- evaluation data input ability
- familiarity with and ability to update website content
- ability to coordinate logistics for meetings and events effectively
- minute taking capabilities and ability to synthesize discussions
- excellent verbal and written communications skills
- ability to guide and support volunteers
- ability to work effectively in a team
- ability to prioritize workload as well as to work independently, problem solve and take initiative
- post-secondary education
- valid drivers license and ability to occasionally travel, operating own or rental vehicle
- flexibility in scheduling work hours an asset
- Role related experience 2-4 years
- health promotion, research and/or evaluation experience an asset

A commitment to a healthy lifestyle would be considered an asset.

Competition closes **6:00pm, Monday July 11**

Please submit resume to:

Attn: Director of Health Promotion, Policy and Research
Heart and Stroke Foundation of Nova Scotia
Fax: (902) 492-1464
Or via email to: contactus@heartandstroke.ns.ca

The Foundation thanks all applicants for their interest however only those applicants selected for interviews will be contacted.