

# COOPERATIVE EDUCATION

## NEW PLACEMENT INFORMATION



Company Name: Centre francophone Hamilton  
 Address: 121 Hughson St N City: Hamilton Postal code: L  
 Name of Contact Person(s): Lisa Breton  
 Telephone: 905 547 5700 Fax: \_\_\_\_\_ E-mail: lisa@centre-francais.ca  
 Co-op Job / Placement Title: Project assistant  
 Number of Placements Available: 2

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☒ either ☐ all-day  
 Semester 2 (Feb. – June) ☐ am ☐ pm ☒ either ☐ all-day  
 Summer Co-op (July - August): ☐ ALL DAY

Hours (and days) of Work: Mon-Fri (some weekends) 10h/week

Will the student be paid a wage or given an honourarium? Yes ☐ No ☐

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

- Assist cultural coordinator in implementing cultural activities (concerts, festival, children's cultural extra curricular activities, etc.)
- Assist in office administration
- Support tasks relevant to communications and marketing.

Job Requirements (Skills, Personal Qualities):

- French speaking \*
- Enthusiastic
- Experience in the art sector preferred
- Must enjoy working with children

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☐ No ☒

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☒

*An OJAP student is any student taking part in Co-op in an "Apprenticeable" occupation*

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: [ngodwald@hwdsb.on.ca](mailto:ngodwald@hwdsb.on.ca) or faxed to (289) 674-0409