



JOB POSTING – SUMMER STUDENT
Community Relations and Resource Development Assistant
\$15.85 per hour – 30 hours per week – 8 weeks

KEY RESPONSIBILITIES:

1. Assist with donor relations and community partnership activities
2. Develop marketing, communication and social media materials to support development activities
3. Assist with the planning and organization of events
4. Communicate regularly with donors and volunteers by phone and mailings
5. Adhere to a strict policy of confidentiality
6. Work safely, identify any health and safety concerns and report to management; follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Preferably enrolled in marketing, communications, event management or college or university program related to the work of Mission Services
2. Ability to work independently, handle multiple projects and collaborate effectively
3. Strong interpersonal communication skills and excellent verbal and written communication skills
4. Strong attention to detail and ability to take initiative and problem solve
5. Proficiency with Microsoft Office Suite, Desktop Publishing and various social media platforms
6. Respect for the people we serve and an understanding of their needs
7. Interest in issues related to anti-poverty awareness, community development, addiction/mental health and social justice
8. Committed to uphold the organization's mission, values and standards

This position is funded by the Canada Summer Jobs Program. As per the funding requirements, an eligible applicant is someone who:

1. is between 15 and 30 years of age (inclusive) at the start of employment;
2. was registered as a full-time student during the preceding academic year;
3. intends to return to school on a full-time basis during the next academic year;
4. is a student in a secondary, post-secondary, vocational or technical program;
5. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
6. is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Only those selected for an interview will be contacted, no phone calls please. Please submit a résumé with cover letter by May 25th, 2018 to:

**Donor Relations Manager
Mission Services of Hamilton, Inc.,
P.O. Box 368, Hamilton
ON L8L 7W2**

Fax (905) 529-6156 or e-mail to Smaclean@mission-services.com