



**JOB POSTING**  
**Resource Development**  
**Resource Development Assistant**  
**Wage \$15.85 per hour**  
**8 week contract position - 35 hours per week**

**KEY RESPONSIBILITIES:**

- Develop marketing, communication and social media materials to support Mission Services
- Assist with donor relations and community partnership activities
- Assist with the planning and organization of special events
- Communicate regularly with donors and volunteers by phone and mailings
- Adhere to a strict policy of confidentiality
- 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
- Committed to uphold the organization's mission, values and standards

**QUALIFICATIONS:**

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

**HOURS OF WORK:**

- 35 hours per week

**REQUIREMENTS:**

- Police Vulnerable Sector Check

**This position has been made possible through the funding provided by Canada Summer Jobs Program.**

**Eligible applicants must meet the following criteria:**

- Is between 15-30 years of age at the start of employment
- Is a Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and  
\*International students are not eligible.
- Is legally entitled to work according to relevant provincial legislation and regulations

To apply for this position, please send your cover letter and resume quoting the job title by May 23, 2019 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to [HR@mission-services.com](mailto:HR@mission-services.com)

**Mission Services is an equal opportunity employer** – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

We thank all applicants, however, only those candidates selected for an interview will be contacted.