

Scope of Project:

2021 Summer Internship Position – Canada Summer Jobs

Position

Resource Development Coordinator

Purpose, time frame, hours & wage

The Client (Big Brothers Big Sisters of Halton and Hamilton) intends to hire a Summer Internship Position through Canada Summer Jobs (Resource Development Coordinator).

The client requires the Resource Development Coordinator position to be filled, at a minimum of eight weeks (280 hours), and a maximum of 11 weeks (385 hours), beginning mid-June 2021. The Resource Development Coordinator will fulfill 35 hours per week at an hourly rate of \$15.25 per hour. Hours can be flexed as the Resource Development Coordinator will be working remotely.

Deliverables

The Resource Development Coordinator will report to the Manager of Fund Development and/or the Manager of Communications, project pending. The client requires the Resource Development Coordinator to assist with planning and implementation of Golf for Kids Sake Tournament (scheduled for September 14, 2021). Note that day-of event help is a bonus, and time can be flexed to accommodate; however, but not a requirement of this position. The scope of the project is to assist with event planning, including event day logistics, enhancements, securing auction inventory, and assisting with creative asset development. Secondary roles of the Resource Development Coordinator are copywriting, social media asset creation and social media calendar development. In addition to the above deliverables, extra tasks may be requested on an as-needed basis.

Eligibility Criteria:

- Candidates must be between the ages of 18-30 as required through the Canada Summer Jobs Program
- Successful candidates must complete a Canadian Police Information Clearance and Vulnerable Sector Check

How to Apply:

If you fit the profile above and would benefit personally and professionally by contributing your experience and expertise to meet the mandate of BBBSHH, please forward your expression of interest, including a current CV to Natalie.Michlewicz@bigbrothersbigsisters.ca.

We thank all applicants for their interest. Only those candidates whose skills and experience best match the requirements of the position will be contacted.