



Programming Assistant (Summer Student position funded by Service Canada)

Volunteer MBC is the local Volunteer Centre serving the Region of Peel, promoting meaningful volunteerism and fostering best practices through learning and development. Our vision is to create a united community through volunteerism that ensures a safe and healthy environment where people truly care for each other. Our core values are: meaningful engagement, service excellence, innovative collaboration and inclusivity.

If you have a passion for volunteering, have flair for projects, marketing and promotion, are well organized and a self-starter, you are the ideal candidate.

Purpose of the role:

The Programming Assistant will play an integral role in increasing youth volunteerism across the Region of Peel by making community connections, create social media and marketing materials, and assisting with project delivery and evaluation.

Canada Summer Jobs Eligibility:

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

*Foreign students are not eligible.

Key tasks include, but are not limited to:

- Promote and support Volunteer MBC projects, including the StepUp Youth Volunteer Ambassadors
- Enhance materials related to engaging youth in meaningful volunteerism
- Compile project evaluation data
- Assist in completion of project reports for funders
- Engage in one-on-one consultations with youth and other clients, to guide them and assist them with finding meaningful volunteer opportunities offered through our Volunteer Referral Service.
- Support implementation of project sustainability strategies

Time Commitment:

- Monday to Friday: 30 hours per week; general work hours: 9:30 am to 4:30pm



Volunteer Mississauga Brampton Caledon

The future rests in *your* helping hands

- Start date: June 18, 2018
- End date: August 10, 2018
- Contract is 8 weeks in total.

Role Requirements:

The ideal candidate will aspire to be employed in the fields of Human Resources, Volunteer Management, Community Engagement, Social Services, or as a Youth & Child worker.

- Currently enrolled in university/college and returning to school next semester - in September 2018.
- A strong passion for volunteering and high school youth engagement.
- Excellent marketing & communications skills including all social media platforms.
- Ability to network with and identify the volunteer requirements of high school youth in Peel.
- Experience or familiarity in creating project management plans
- Effective prioritizing and organizational skills.
- Strong oral and written communication skills with good attention to detail.
- Strong knowledge of Microsoft Office
- Solid knowledge of the local community (Mississauga, Brampton, Caledon).

Reports to: Community Development Specialist

Primary Liaisons:

- Community Development Specialist
- Marketing & Communications Specialist
- Learning & Resource Development Manager

Training Provided:

- Hands on experience and mentoring from Volunteer MBC staff.
- Overview of the program.
- Volunteer MBC's Service Excellence training.
- Opportunity to participate in any learning program (related to your role) offered through the Volunteer MBC Learning Centre.

Application Due by: Wednesday, May 23, 2018 midnight.

Interviews: Will be held commencing May 28 to June 8, 2018.

Please submit your cover letter and resume by email to:

jobs@volunteermbc.org

or by fax to: **905.595.2612**

*We thank all interested applicants, however, only those selected for an interview will be contacted.
No phone calls please*

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