



Project Development 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 marketing and promotion, are well organized and a self-starter, you are the ideal candidate.

Purpose of the role:

The Project Development Assistant will play an integral role in increasing volunteerism across the Region of Peel by making community connections, devising project plans and co-facilitating workshops and/or planning tables that lead to the implementation of new projects.

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:

- Review and enhance existing Volunteer MBC project plans
- Develop comprehensive project plans, which includes key deliverables, targets, outcomes and timelines for volunteerism.
- Examine social innovation techniques that can bridge emerging methods in the voluntary sector with that of post-secondary institutions.
- Organize meetings with potential project partners to identify project goals and support the development of project delivery strategies
- Identify potential linkages between various Volunteer MBC projects and foster collaboration with program participants

Time Commitment:

- Monday to Friday: 30 hours per week; general work hours: 9:30am 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 youth engagement.
- Excellent marketing & communications skills including all social media platforms.
- Experience or familiarity in creating project management plans
- Effective prioritizing and organizational skills.
- Creative thinking
- Strong presentation 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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