



MISSISSAUGA • BRAMPTON • CALEDON

The future rests in **your** helping hands

## Community Outreach Assistant

(Summer employment position funded by Service Canada)

Volunteer MBC is the local volunteer centre serving Peel, promoting meaningful volunteerism and fostering best practices through learning and development. Our vision is to create a community united 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, marketing and promotion, are you are great at connecting with people, you are the ideal candidate.

### Purpose of the role

The Community Outreach Assistant will play an integral role in increasing volunteerism by conducting community outreach that leads to greater participation and collaboration between community members and community service organizations.

### Eligibility

#### *Who can apply*

As this position is offered through Canada Summer Jobs, **applicants must:**

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- possess a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### *Who cannot apply*

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

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and foster best practices  
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7700 Hurontario Street, Unit 601  
via Community Door  
Brampton, ON L6Y 4M3

905-238-2622  
info@volunteermbc.org  
www.volunteermbc.org



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## Key tasks

- Develop outreach materials and enhance presentations in both content and delivery
- Explore innovative ways of engaging audiences through activities, installations, interactions
- Support social media marketing and communications
- Enhance awareness of community needs and volunteer opportunities through direct community outreach
- Connect and support volunteer ambassadors with their messaging and evaluating their progress

## Time commitment

- 30 hours per week; generally Monday to Friday 9:30am to 4:30pm
- Contract is 9 weeks in total
  - Estimated start date: June 24, 2019
  - Program end date: August 30, 2019

## Role requirements

The selected candidate will **report to Manager, Community Outreach & Program Development**

- 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)

## 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

## How to Apply

**Application due: Friday, May 31, 2019 at midnight**

Interviews will be held **commencing June 10, 2019.**

Please submit your cover letter and resume by email to [jobs@volunteermbc.org](mailto:jobs@volunteermbc.org).  
*We thank all interested applicants, however, only those selected for an interview will be contacted.  
No phone calls please.*

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