



MISSISSAUGA • BRAMPTON • CALEDON

The future rests in **your** helping hands

Programming 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, a flair for projects, marketing and promotion, are you are an organized self-starter, you are the ideal candidate.

Purpose of the role

The Programming Assistant will play an integral role in increasing volunteerism by making community connections, creating social media and marketing materials, and assisting with project delivery and evaluation.

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.

We promote meaningful volunteerism
and foster best practices
through learning and development.

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

- Promote and support Volunteer MBC projects
- 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

- 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 social media
- Ability to relate to youth and work well in a team
- 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 computer skills, including high proficiency with 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
We thank all interested applicants, however, only those selected for an interview will be contacted.
No phone calls please

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