Canada Summer Jobs

Child Development Resource Connection Peel engages, connects, and empowers the community through information, resources, learning opportunities and services that promote quality family life.

POSITION: Communications Support

REPORTS TO: Executive Director

Position Profile:

The student will be responsible for assisting the Communications and Fund Development Specialist in areas of communications and marketing. The student will help support projects related to branding, outreach, and online organizational presence. The individual will also be involved in developing and facilitating requests, proposals and letter of intents for fundraising. The student will assist in researching potential funders, developing a fundraising plan, attending meetings and actively participating in committees related to fundraising activities and communications. All activities of this role support individuals throughout the Peel Region (Mississauga, Brampton and Caledon).

Term: 35 hours a week / 8 weeks (please note that the applicant must be between the ages of 15 to 30).

Position available as of: June 10th 2019

Qualifications & Skills:

The applicant must be between the ages 15-30 years and legally entitled to work, as per requirement of project funder of Canada Summer Jobs.

- Educational background in Communications, Marketing, Community Outreach Development Work, Fund Development, Public Relations or related field is required
- Knowledge of CDRCP and its services
- Teamwork Skills
- Manage Information
- Demonstrate Positive Attitude and Behaviour
- Adaptability
- Excellent Written and Oral Communication Skills
- Multi-task

Applications:

A resume and covering letter referencing the job title should be received by Friday, May 31st, and directed to:

Name: Dorcas Awoniyi, Communications Coordinator
E-mail: dorcas@cdrcp.com

No phone calls please. We thank all applicants for their interest however only those candidates selected for interview will be contacted.