

Job Opportunity: Summer Intern, Administration (Summer 2022)
2 available positions

About the Organization

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a world where everyone is empowered with the tools and opportunities to thrive and contribute to society. We do this by empowering newcomer and marginalized youth and communities in Canada and across the world to succeed through mentorship, access to post-secondary education, information literacy, and sports and recreation.

Please see our website for more information about our programs and activities.

Position Description

Reporting to the Director of Operations and Administration, the Summer Intern, Administration is responsible for providing leadership and assistance with Empowerment Squared's various summer and fall campaigns and other initiatives to further Empowerment Squared's mission and vision.

Working alongside the leadership team, the Summer Intern, Administration will help with facilitating the campaign and participate in strategic planning, outreach and administration.

This position is part of the Federal Government Canada Summer Jobs program and is to support an individual who

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations. *International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents

Duties & Responsibilities

- Outreach and recruitment support for summer and fall campaigns
- Administration support including managing donation lists, reminder calls, answering phone calls, data entry and filing, and social media
- Identifies, cultivates, solicits, and steward donors and prospects including individuals and corporations in accordance with performance targets set
- Allocate and organize work plans and resources effectively
- Identify, anticipate, and document issues and risks and provide mitigation recommendations
- Escalate key issues/risks to Director of Operations and Administration and ensure timely action to maintain project timelines
- Support program close out activities which would include reports, evaluations and meetings etc.
- Will often have to work outside of normal office hours
- Must have the ability to lift up to 25 lbs
- Will work remotely and in the office and must have access to a driver's license, home internet and an adequate device to utilize Zoom platform, email and Google suites (an adequate device and phone may be provided by Empowerment Squared; all necessary precautions would be taken in accordance with health & safety guidelines)
- Other duties as required

Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

Relevant Skills & Qualifications

- Fundraising campaign experience is an asset
- Demonstrated ability in planning and implementing development and fundraising initiatives.
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles.
- Demonstrated organizational skills and experience in leading events and other complex activities in support of fundraising objectives.
- Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities
- Excellent communication and report writing skills
- Planning and leadership skills.
- Ability to put together and make presentations that include topics such as project status, milestones, achievements, budget and risk management

Educational Requirements

- University degree or college diploma in related field or equivalent fundraising experience. Applicants with alternate experience and qualifications will also be considered including high school students

Role Posted: April 25 2022

Posting Closes: May 27 2022

Salary: \$16.75 per hour

Hours: 35 hours per week

Start Date: Monday July 4 2022

End Date: August 26, 2022

Resumes should be submitted via email to: p.goorbarry@empowermentsquared.org