

Student Youth Community Outreach Assistant
Pending Approval of Funding from Canada Summer Jobs

Summary of Activities:

In supervision of the Communications and Development Coordinator, the Student Youth Community Outreach Assistant will facilitate Dixon Transition Society's volunteer recruitment program, solicit in-kind and monetary donations, develop relationships with potential community partners, and identify funding opportunities. The youth will also provide administrative support and perform other duties as required.

Major Responsibilities:

1. Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
2. Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
3. Assist the Community Relations Assistant in collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
4. Planning and organizing corporate 'days of giving' - where employees volunteer to perform tasks as needed.
5. Developing relationships with potential community partners and identifying funding opportunities on an on-going basis.
6. Providing administrative support to the Communications and Development Coordinator and Community Relations Assistant.
7. Performing other duties as required

Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check

QUALIFICATIONS

Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience in communications, marketing, customer service, sales, and/or fundraising

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to pay close attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Access to vehicle an asset

Start Date: May 2, 2023 or later

Length of employment: 12-14 weeks

Hours per week: 35 hours

Worksite: Head Office

Rate of pay: \$16.75/hour

Please send Resume and Cover Letter to Claire Kalfon, Manager of Operations and Services, at manager@dixonsociety.ca