

**Student Youth Risk Management Assistant**  
**Pending Approval of Funding from Canada Summer Jobs**

**Summary of Activities:**

In supervision of the Communications and Development Coordinator, the Student Youth Risk Management Assistant will communicate Dixon Transition Society's risk policies and processes. They will assist in providing hands-on development of risk models involving market, credit and operational risk, assure controls are operating effectively, and provide research and analytical support. The youth will also provide administrative support and perform other duties as required.

**Major Responsibilities:**

1. Aiding in designing and implementing an overall risk management process for Dixon Transition Society, which includes an analysis of the financial impact on the organization when risks occur.
2. Developing a risk management plan and performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the organization.
3. Performing a risk evaluation: Evaluating Dixon's previous handling of risks, and comparing potential risks with criteria set out by the organization such as costs and legal requirements
4. Assisting in establishing the level of risk Dixon is willing to take
5. Facilitating the preparation of risk management and insurance budgets
6. Developing risk reports and ensuring the appropriate staff understand how their respective departments could be affected.
7. Creating business continuity plans to limit risks
8. Implementing health and safety measures
9. Conducting policy and compliance audits
10. Maintaining records of insurance policies and claims
11. Reviewing any new major contracts or internal business proposals
12. Building risk awareness amongst staff by providing support and training within the company.
13. 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](mailto:manager@dixonsociety.ca)