



Canada 150 Grant Program Coordinator (Temporary Full-time Youth Summer Employment)

Reporting to the Executive Director of the Campbellford/Seymour Community Foundation, the Canada 150 Grant Program Coordinator will support the activities and events funded by the Community Fund for Canada's 150th Grant Initiative. Working closely with staff, the Coordinator will also assist with regular administrative duties and marketing & communications.

RESPONSIBILITIES:

- Assist grant recipients with the planning, coordination, and promotion of their Canada 150 events and festivities as needed.
- Assist the Community Foundation in marketing and communications, including newsletters, website, Facebook and more.
- General office administration in the Community Foundation office, including record retention, scanning and filing.

This position is made available through the generous support of the **Canada Summer Jobs Program** which specifies the following eligibility criteria:

ELIGIBILITY:

In order to be eligible to apply under this grant, those interested must:

- Be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident and be legally entitled to work in Canada;
- Not be immediate family of staff, or an officer or director, of the Community Foundation.

QUALIFICATIONS:

- Must be enrolled in a related educational program and have an interest in the not-for-profit sector;
- Must be available to work 30 hours per week for 9 consecutive weeks, starting on or before June 26th, 2017;
- Ability to work extended and non-standard hours, including weekends and evenings, sometimes on short notice;
- Must be able to drive with a valid Ontario driver's license.

SKILLS:

- Exemplary communication skills, verbal, written with superior listening skills
- Ability to effectively interact with grant recipients, volunteers, staff and the general public in a professional and courteous manner
- Ability to coordinate work activity, multi-task and meet deadlines
- Administration skills
- Proficiency with M.S. Office Suite
- Ability to use sound judgment and take initiative in a results oriented, team environment
- Intuitive, self-starter; able to quickly learn about the community foundation, it's current programs and services, and the community we serve.

Compensation:

Based on minimum wage

Interested candidates are invited to forward a resume to the Campbellford/Seymour Community Foundation office by **June 9th, 2017**.

Address: 39 Doxsee Avenue North, PO Box 1146, Campbellford, ON K0L 1L0

Phone: 705.653.2005

Email: info@cscf.ca

Fax: 705.653.0505

We thank all applicants for their interest in the Campbellford/Seymour Community Foundation. *In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities.* Candidates selected for an interview will be contacted.