**Summer Student Project – 2024**

Summer Student – 4 month term (May – August 2024)

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| Position: | **Summer student - Community Engagement & Office Assistant** |
| Reports to: | * Director, Finance & Operations, and * Stakeholder and Engagement Lead and Brand Manager |
| Position Summary: | A Community Engagement and Office Assistant role for spring/summer 2024 is an entry level student opportunity offering summer work experience and mentorship at a leading charitable organization. This role supports the Foundation’s strategic priority: “Connecting donors to Impact.”  Under the direction of both the Stakeholder and Engagement Lead and Brand Manager and the, Director, Finance & Operations, these roles support community engagement and special events. The role will also provide opportunities to assist in office administration. |
| Job Description: | The main job duties will include but are not limited to:   * Coordinating events with donors and grant recipient organizations, * Assisting in organizing two Donor Agency Visits, by attending to planning, preparing, and sending invitations, participating, and providing support on the day of the event, * Providing support for one Talking Circle Event by assisting with catering, arranging participant gifts, and recording participant feedback, * Supporting impact reporting and storytelling by reviewing grant reports, plan content, schedule visits and interviews, help preparing photo, video, or social media contents. * Data entry for financial transactions and constituent profiles, updating records and preparing reports, * Providing support for mass mailings and filing, when necessary, * Representing the foundation in the community.   The above tasks outlined above will focus on client services provided to community members and the Foundation’s team, communication (internal and external), digital skills (internal systems, online, and graphics), and leadership (execution of their project plans), data entry and impact reporting. |
| Job details: | * The position is 35 hours per week from May 1, 2024, through August 30, 2024 (unless otherwise negotiated) * Main hours of operation are from 8:30 am – 4:30 pm, some evening /weekend * Hourly wage – $20.00 and paid monthly. |
| Qualifications: | * Enrolled in a diploma or post-secondary program; * Proficiency in word processing, spreadsheet, presentation, email, and related office administration software is essential; * Professional and positive attitude and appearance; * Ability to work in a small team environment; * Excellent verbal/written communication skills; * Demonstrated ability to meet timelines and targeted outcomes; * Attention to detail and accuracy. |
| Other requirements | As this position is in collaboration with the Employment and Social Development Canada Summer Student Program, participants must be:   * In between 15 – 30 years of age (inclusive) at the start of employment, * Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and * Is legally entitled to work according to the relevant provincial / territorial legislation and regulations. * Acceptable Saskatoon City Police or RCMP criminal record check, * Physical requirements for this role include sitting, using computer keyboard and screen, and lifting loads of 20 pounds, * Occasional weekend and evening hours, * Strong aptitude for smart phone usage and social media. |
| Closing | Qualified applicants should email a cover letter and their resume to the Saskatoon Community Foundation at: [office@saskatooncommunityfoundation.ca](mailto:office@saskatooncommunityfoundation.ca).  We will begin our hiring process on April 22 until we find a qualified candidate.  The Saskatoon Community Foundation is an equal opportunity employer, and we encourage applications from a diverse backgrounds. We appreciate all expressions of interest. Only those invited for an interview will be contacted. |