

## THE JOB BOARD

### Corporate and Community Engagement Assistant

**Date Posted:** Apr 02, 2015

**Application Deadline:** Apr 24, 2015

**Start Date:** Jun 08, 2015

**Salary:** \$16 per hour

**Province:** Ontario

**Region:** Metro Toronto Area

**City:** Toronto

**Term:** Internship

### Organization Description

#### War Child Canada

War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Sudan, South Sudan, the Democratic Republic of Congo, Sierra Leone and Uganda, and will shortly be operational in the Middle East in 2014.

### Job Description

**Background:** War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Sudan, South Sudan, the Democratic Republic of Congo, Uganda and Jordan.

**Position Summary:** War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Corporate & Community Engagement department with their fundraising activities, with a primary focus on events, celebrity and corporate outreach and research. Taking direction from the Director of Corporate and Community Engagement, this individual will help to increase War Child Canada's profile and assist with fundraising activities through events, and corporate and celebrity related partnerships. The ideal candidate is a post-secondary student with a professional attitude and strong interest in Event Planning and Management, Fundraising and the Arts. The position is funded by the Canada Summer Jobs program. To qualify, eligible student participants must:

- Be between 15 and 30 years of age at the start of the employment
- Have been 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 Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

**Responsibilities:** Through this assignment the summer intern will obtain exposure to the international development community; a fast-paced, productive work environment; and acquire important transferable skills in fundraising/business development under the guidance of experienced and successful professionals. The assignment includes:

- Assisting with all logistic planning for summer and fall music festival involvements and special events, third party fundraisers etc.
- Assisting with the coordination, training and management of volunteers on site at events
- Transporting events team

members and War Child materials to various festivals and events and representing War Child at such events • Assisting in the development of corporate and community engagement materials (print, visual and web) • Researching corporate, artist and celebrity partnership opportunities • Assisting with research and writing as required and providing administrative support as required.

### Requirements:

Qualifications: • Experience in event planning and management • Excellent research and organization skills • Excellent written and oral communication skills • Detail-oriented and resourceful self-starter with demonstrated ability to take initiative • Ability to work both independently (self-directed) but also able to collaborate effectively with other team members • Ability to multi-task in a creative, dynamic environment • Solid computer skills including MS Word, Excel, Outlook, Adobe Photoshop, Illustrator, HTML and Internet applications • Valid G driver's license

### Additional Info:

Time Commitment: A minimum of 30 hours per week, for a minimum of 12 weeks

### How to Apply:

INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO: Email: [jobs@warchild.ca](mailto:jobs@warchild.ca) Please ensure your application email has the subject heading of 'Corporate & Community Engagement Assistant – [insert your name]' Only those applicants selected for an interview will be notified. No phone calls please. War Child Canada is an equal opportunity employer. War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference checks. For more information about War Child Canada, please visit [www.warchild.ca](http://www.warchild.ca).

### Contact Info:

Name:

Telephone:

Telephone Ext.:

Fax:

Email:

Website: [www.warchild.ca](http://www.warchild.ca)