

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.*

## JOB OPPORTUNITY

Job #N2018-11

### Development and Communications Assistant- Summer Student position

#### GENERAL DESCRIPTION:

This is a 8-week 30 hours per week summer student contract position reporting to the Development and Marketing Manager. The student will work in the Development and Marketing Department on marketing, fundraising, grant proposal writing, website management, fundraising database updates, researching potential donors and all forms of communication including social media and e-newsletters.

#### MAJOR DUTIES:

- Review and update information on the websites including events and programs for the monthly calendars
- Monitor and update social media sites including but not limited to; Twitter and Facebook
- Research potential sources of funding including but not limited to; foundations, corporations and individuals
- Assist in preparation of fundraising packages
- Assist in the creation of re-branded agency marketing materials
- Maintain client confidentiality and adhere to organizational policies and procedures
- Participate in team meetings, staff meetings, community development opportunities as required
- Perform other duties, appropriate to the position, as required

#### REQUIREMENTS & QUALIFICATIONS:

- This position requires that the student be pursuing education in a related field of study from a Post-Secondary Institution (Community College, Technical Institute or University,) preferably from one of the following programs:
  - Marketing, fundraising, communications or non-profit management.
- Have excellent oral and written skills, attention to detail, and the ability to work in a team environment.

To be eligible, students must:

- Be between 15 and 30 years of age at the start of employment
- Have been registered as a full time post-secondary student in the preceding academic year, and intend to return to full time studies in the next academic year
- Be a Canadian citizen, permanent resident or person to whom refugee status has been conferred under the Immigration and Refugee Protection Act and;
- Be legally entitled to work in Canada in accordance with relevant legislation and regulations

**Terms: 8 week, 30 hours per week non-bargaining unit contract position**

**Pay Rate: \$14/ hour**

**Posting Date: May 10, 2018 Internal Closing: May 16, 2018 External Closing: May 16, 2018**

**To apply, submit your resume and cover letter with "N2018-11," in the subject line of your email or fax to  
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2  
E-mail: [tcandido@neighbourhoodlink.org](mailto:tcandido@neighbourhoodlink.org) Fax: 416-691-8466**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.