

## Job Posting

# YOUTH SUMMER JOBS

## *Summer Special Events and Administration Intern*

This position is funded by the Canada Summer Jobs plan for youth and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

### Details of the Position:

<b>Compensation:</b>	<b>\$20.00 per hour</b>
<b>Hours of Work:</b>	<b>35 hours per week</b>
<b>Shifts:</b>	<b>To Be Determined</b>
<b>Duration of Position:</b>	<b>8 weeks</b>
<b>Start Date:</b>	<b>See below for specific details</b>
<b>Positions Available:</b>	<b>1 x Summer Special Events and Administration Intern</b>

### Job Purpose

Our Place Society (OPS) is an organization with progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and to directing our work.**

<b>Position</b>	
<b>1 x Summer Special Events and Administration Intern</b>	
<b>Job Summary</b>	<p>The Special Events and Administration Intern will support the Philanthropy Team with event support tasks for our signature Hungry Hearts event as well as processing and recognizing donations to Our Place Society during our summer appeal. Alongside these duties, the chosen candidate will assist with various administrative tasks in the fundraising office over a busy summer of campaigns.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Entering Data – Entering donation information in The Raiser’s Edge database of event and auction participants and sponsorship agreements.</li> <li>• Assisting the Manager of Special Events and fund development team with the planning and implementing of fundraising events and campaigns.</li> <li>• Performing Thank you Phone Calls – Preparing donor calling lists; also calling donors to thank them for their donation and updating their contact details and communication preferences if requested.</li> <li>• Proofing appeal letters and solicitations.</li> <li>• Reaching out to businesses to solicit auction items for Our Place’s signature gala, Hungry Hearts; arranging pickup or delivery of items; entering items onto event website with persuasive descriptions and clear images.</li> <li>• Processing event ticket requests.</li> <li>• Promoting donors, sponsor, and fund development campaigns on Our Place’s social media channels.</li> <li>• Working with businesses and community organizations to organize product drives and third-party events undertaken in the name of Our Place.</li> <li>• Using Design skills to develop the Hungry Hearts 2023 brand and incorporate into advertising campaigns.</li> </ul>
<b>Qualifications and Required Skills</b>	<ul style="list-style-type: none"> <li>• Accurate Data entry and keyboarding skills.</li> <li>• Adept user of social media channels: Facebook, Twitter, Instagram etc.</li> <li>• Donor-centric attitude of service and gratitude for voluntary gifts made to Our Place.</li> <li>• An enjoyment of and experience with event planning.</li> <li>• Ability to work independently and as part of team.</li> <li>• Positive interpersonal, verbal and written communication skills.</li> <li>• Experience with spreadsheets, MS Suite and or other databases an asset</li> <li>• Design and video editing capabilities an asset</li> </ul>
<b>Start Dates</b>	Starting date in June, 2023, for an eight week term.

## How To Apply

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by 4:30pm on Monday, May 1, 2023 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention: Ryan Brost, HR Manager, 919 Pandora Avenue, Victoria, B.C. V8V 3P4. Please quote “**Youth Summer Jobs - Summer Special Events and Administration Intern**” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.