



Development Intern

Neighbour to Neighbour Centre, Hamilton, ON

Neighbour to Neighbour (N2N) is looking for an energetic Development Intern to join our team working to lead our community to an improved quality of life. This position description outlines the responsibilities of the position.

POSITION DETAILS

NOTE: Positions are dependent on confirmation of Service Canada, Canada Summer Jobs funding. Therefore, the term length may vary and is subject to change.

- Position term: 480 hours over 16 weeks
- Employment start date: Monday, May 9th, 2022
- Hours of work: 30 hours weekly
- Wage rate per hour: \$17.20

ELIGIBILITY NOTES

This position is available through Service Canada, Canada Summer Jobs, which requires that all students:

- Can complete the full hours before August 27, 2022
- Are between 15 and 30 years of age
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

RESPONSIBILITIES

Under the direction and guidance of the Director of Development, responsibilities will be to:

- Research, identify, and pursue opportunities for N2N's holiday partnerships
- Establish appropriate goals and metrics to ensure that all efforts in this project are effective, efficient, and successful
- Other duties as required

QUALIFICATIONS

- An interest in learning fundraising best practices
- Excellent interpersonal and relationship management skills
- Ability to work well with a diverse group of people and build strong relationships
- Strong communication and organizational skills
- Ability to work independently

ASSETS (ideal but not required)

- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice

To apply for this position, please send your cover letter including the job title, description of interest in this position, and summary of skills as well as your resume via email to rknickle@n2ncentre.com. Please put "Development Intern Application" in the subject header. No generic applications will be considered.

All applications must be received by Wednesday, April 20, 2022.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.

Employer's Message on COVID-19:

Neighbour 2 Neighbour is providing essential services to our community during the COVID-19 pandemic. We adhere to all Provincial orders to protect the health and safety of staff, volunteers and participants/clients.