



## Special Events Intern

### Neighbour to Neighbour Centre, Hamilton, ON

The Special Events Intern will have an important role in the success of the development department during the summer of 2024. The ideal candidate is passionate about generating strong philanthropic support through relationship building and believes dignified access to food/services/prevention of poverty is a human right. They will possess a passion for community building, and special events management.

#### 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: 270 hours over 9 weeks
- Employment start date: May 15<sup>th</sup>, 2024
- Hours of work: 30 hours weekly
- Wage rate per hour: \$20.80

#### ELIGIBILITY NOTES

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

- Can complete the full hours before July 31<sup>st</sup>, 2024
- 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 Manager, Communications & Events, responsibilities will be to:

- Research, identify, and pursue opportunities for N2N's event partnerships
- Support N2N events, which includes working with established committees, coordinating event logistics, cross-collaborating with other community groups, and other duties that drive the successful planning, promotion and execution of each event
- Establish appropriate goals and metrics to ensure that all efforts in this project are effective, efficient, and successful

#### QUALIFICATIONS AND EXPERIENCE

- An interest in learning fundraising/event management best practices
- Strong verbal and written communication skills
- Ability to work well with a diverse group of people and build strong relationships
- Ability to effectively manage multiple projects, deadlines, and priorities
- Familiarity with the issues surrounding food insecurity and poverty an asset
- Capacity for travel with access to vehicle

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 [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com). Please put "Special Events Intern Application" in the subject header.

**All applications must be received by Friday, April 26<sup>th</sup>, 2024.**

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.