



Education Assistant Intern

Neighbour to Neighbour Centre, Hamilton, ON

Education Assistant Intern will have an important role in the success of the Education 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 believe in the importance of providing educational supports to children. They will possess a passion for community building, and special events management.

POSITION DETAILS

- Position term: 450 hours over 15 weeks
- Employment start date: Wednesday, May 15th, 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 August 30th, 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 Director of Educational Program

- Research, identify, and pursue opportunities for the Education Department's Grant application process.
- Support the planning and implementation of our Success Celebrations
- To create professional, informational reports (print & digital) using qualitative & quantitative information.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated skill in research and reporting are required.
- Proficiency with Office Software, Canva and Adobe products.
- 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.
- Familiarity with issues impacting education
- 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 education@n2ncentre.com Please put "Education Assistant Intern" in the subject header. No generic applications will be considered.

All applications must be received by Monday May 6th, 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.