

MCRS Summer Job Opportunity



TITLE OF POSITION: Event and Social Media Support Intern

This position is funded through the Canada Summer Jobs Grant Program. As such, applicants must meet the eligibility criteria for the program including, but not limited to:

- Be between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**
- Has a valid Social Insurance Number at the start of employment and is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

NOTE:

- International students are not eligible
- Refugee claimants are not eligible

The successful candidate will align with the mission, vision and values of MCRS. These can be viewed on our website at www.mcrs.ca under the ABOUT tab.

OBJECTIVES:

Waterloo Region is a primary destination for refugees and refugee claimants who come from dozens of countries around the world. As a charitable organization, we provide fundraising events to support our work, as well as community engagement to facilitate the newcomer's sense of belonging and integration into the community.

The student will work with the Event and Social Media plan already in place. The student will be oriented to the various platforms and pathways we use and will be given targets for using those with measurable frequency. Analytics will be used to develop and/or adjust the student's use of these platforms to improve outcomes.

OUTCOMES:

- Primary outcomes will focus on effective communication and event implementation for fundraising as well as building meaningful connections between refugee claimants, donors and the general community.
- The Event and Social Media Support Intern will have additional opportunity to be involved in many aspects of the work of MCRS with focus on the comprehensive activities needed to support our work with Refugee Claimants

ROLE RESPONSIBILITIES:

- Assist in the planning, promotion and implementation of events
- Develop networking teams and distribute through media and direct marketing creative event promotional materials
- Other responsibilities as needed and in line with primary objectives and outcomes

REQUIRED SKILLS

- A go-getter who loves connecting with people and networking
- Passionate and enthusiastic; a natural cheerleader
- A great storyteller using short, inspiring clips
- Can build teams and motivate others
- Proficient in various computer and online applications
- Record keeping and calendar management skills
- Any photography or videography skills would be an asset
- Organization and planning skills
- Strong verbal and written communication skills

ADDITIONAL CAPABILITIES

- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

POSITION HOURS AND LOCATION:

- This is a 6 (six) week contract for 30 hours per week at MCRS office
- Start date: July 2, 2019
- End date: August 9, 2019 inclusive
- Rate of Pay: \$14.00/hr + 4% vacation pay
- Hours week of July 2 are exceptional and include: Tuesday – Friday 9:00am-4:00pm; and Sunday July 7th for client event at Victoria Park from 4:30pm to 8:30pm
- Regular hours Monday to Thursday 9:00am-4:00pm; Fridays 9:00am-1:00pm
- Regular Hours include 30 (thirty) minute unpaid lunch Monday to Thursday.

ADDITIONAL SUPPORT:

- Reports directly to, and will be evaluated by, the Development and Communications Coordinator
- Evaluation will be aligned with core competencies and outcomes relative to this job description

ADDITIONAL TRAINING: orientation to the work of MCRS and relevant MCRS HR policies and procedures will be provided

FOR MORE INFORMATION

Contact person: Carmen Clubine

Date of description: June 5, 2019

Contact means: 519-571-1912 or devcom@mcrs.ca

Revision date: