



## 2019 Summer Intern Job Opportunities

*Are you looking for a summer job that will make a difference in your community?*

Made by Momma is a registered Canadian charity whose purpose is to provide programs, assistance, support and encouragement for families with young children living in Calgary and the surrounding area affected by short-term or life-changing illness, injury or adversity.

We are seeking three motivated and creative summer interns to work in our resource centre this summer. The successful candidate(s) must be aged 18 to 30 years. Ideally, we would love to work with summer interns that have experience in, or are working towards a degree in non-profit studies, social work, nursing, child development, psychology, sociology, PR/marketing, communications, IT, computer science, business, or management.

### **Intern Positions Available:**

Resource Centre Coordinator

Marketing & Events Coordinator

Happy Birthday Project Coordinator

**Position Duration:** April 23<sup>rd</sup> start date/May/June/July/August 2019

**Wage:** \$16.00 per hour, average 30 hours per week.

### **Summer Intern Candidate Qualifications:**

- Self-motivated and demonstrates enthusiasm
- Passion for community initiatives
- Compassion and understanding for those we serve
- Willingness to accept assignments and complete them thoroughly & on time
- Excellent computer literacy including Office applications
- Excellent communication and organizational skills
- Demonstrated initiative and creative problem solving abilities
- Ability to multi-task and prioritize multiple projects
- Ability to connect and organize people and various schedules
- High regard for neatness, detail and accuracy
- Ability to exercise discretion and confidentiality at all times
- Works well both independently and as a team on several projects concurrently
- Able to take direction from multiple sources
- Basic research experience beneficial
- Capable to lift and carry donated items up to 50 pounds
- Access to a vehicle/able to drive would be an asset
- *The successful candidate must have the ability to thrive an environment of continuous change and growth!*

### **Resource Centre Coordinator General Responsibilities:**

- Being the go-to person & the “face” of Made by Momma at our Resource Centre
- Helping run the day-to-day internal operations of Made by Momma
- Assisting with the coordination, packing & recording of meals / inventory items for clients
- Keeping up-to-date and accurate records – both electronic and paper based
- Contacting volunteers, clients, and social workers via email, phone or in person to arrange delivery/pickup of packages going to clients
- Sorting, cleaning and organizing donated items in Community Pantry and Donation Room
- Keeping Resource Centre organized and tidy – this may include light cleaning and laundering of clothing donations
- Supporting internal/external group cooking events with Group Cook Coordinator
- Assisting with planning/executing large group volunteering activities
- Supporting internal/external fundraising / community events
- Additional tasks and responsibilities as needed.

### **Marketing & Events Coordinator General Responsibilities:**

- Supporting the day-to-day IT, Communications & Marketing operations
- Database administration and website content management
- Create digital marketing and social media content
- Plan, organize and manage community events
- Develop communications plans, newsletter creations and distribution
- Perform / track administrative, technical and customized tasks in the data environment
- Utilize our multi-media marketing channels to create and share data / storytelling
- Keeping up-to-date and accurate records – both electronic and paper based
- Research database software and communications tools
- Keeping office spaces and files organized/tidy
- Assisting with marketing and communications activities, such as preparing written material, video, audio or web-based information
- Assisting with planning/executing large group volunteering activities
- Assist with policy and process mapping for programs
- Additional tasks and responsibilities as needed

### **The Happy Birthday Project Coordinator General Responsibilities:**

- Helping run the day-to-day operations of The Happy Birthday Project Program
- Keeping up-to-date and accurate records – both electronic and paper based
- Assist with client intake and social worker referrals
- Work with other social service agencies and social workers to ensure the needs of the clients are met in a timely and efficient manner
- Planning, shopping, packing & recording of birthday bags that go to clients
- Contacting volunteers, clients, and social workers via email, phone or in person to arrange delivery/pickup of packages going to clients/agencies
- Sorting, cleaning and organizing all donated items in Storage & Donation Room
- Facilitate internal/external group volunteer events / activities
- Keeping Resource Centre organized and tidy – including cleaning as needed
- Supporting external donation drives / fundraising / community events
- Assist with policy and process mapping for The Happy Birthday Project program
- Additional tasks and responsibilities as needed.

If you are interested in applying for one of these summer intern positions, we invite you to submit your resume and a cover letter to: Allyson Palaschuk [president@madebymomma.org](mailto:president@madebymomma.org)

Please include your area of study, interests, previous employment and volunteer experience. Emphasis will be on recruitment of candidates who have the interest and experience to make a significant impact on the long-term performance of Made by Momma. We appreciate all inquiries, but please note only those chosen for an interview will be contacted.

[www.madebymomma.org](http://www.madebymomma.org)

This position is being supported by the Canada Summer Jobs Program/Service Canada

Eligible Participants

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>3</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.