

2021 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 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.

Each summer Made by Momma employs a number of summer interns who work together as a team to ensure the successful delivery of our programs under the guidance and leadership of the coordinators and board of directors. The chosen candidates will develop their teamwork skills by working closely with other summer interns and the leadership team to collaboratively plan and complete projects and daily tasks, and work together to solve problems and make decisions. They will be required to work with others to coordinate tasks, allocate resources, and ensure each team member is contributing to the organization in an effective way.

Intern Positions Available:

- Resource Centre Coordinator
- Happy Birthday Project Coordinator

Position Duration: June - September 2021

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

Location: In person in West Hillhurst Calgary, not eligible for remote work or work from home

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 Microsoft Office applications
- Excellent communication and organizational skills
- Demonstrated initiative and creative problem-solving abilities
- Ability to multi-task and prioritize while working on multiple projects concurrently
- Ability to connect with and organize a variety of people on 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
- 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 in 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 care 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 group volunteering activities
- Supporting internal/external fundraising / community events
- 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

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

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 Act³; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.