

2024 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 resourceful interns to work at our charity this summer. The successful candidate(s) must be aged 18 to 30 years, able to work in person and ideally, have access to a vehicle. We'd love to find passionate and caring applicants that have experience in, or are working towards, a Degree, Diploma or Certificate in Non-profit Studies, Social Work, Nursing, Child Development, PR/Marketing, Communications, Event Management, Hospitality, Psychology, Sociology, Business or Management studies to be a part of our team.

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. Every day is different, it can be fast-paced and priorities change – adaptability is very important in all roles.

Intern Positions Available:

- Resource Centre Intern
- Program Support Intern
- Community & Special Events Intern

Position Duration: April - September 2024

Wage: \$19.00 per hour

Availability: Average 32 hours per week. Must have daytime, evening & Saturday availability

Location: In person in West Hillhurst NW Calgary and/or our Warehouse in the McCall Lake NE Area (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 part of a team
- Able to take direction from multiple sources

- 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 Intern General Responsibilities:

- Helping run the day-to-day 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 the Resource Centre, Social + Good Charity | Kitchen, and the Made by Momma Warehouse organized and tidy – including cleaning, laundering of clothing & donations
- Supporting group cooking events with the Group Cook Coordinator / Team Lead
- Assisting with planning/executing group volunteering activities
- Supporting internal/external donation drives, fundraising and community events
- Additional tasks and responsibilities as needed.

Program Support Intern General Responsibilities:

- Helping run the day-to-day operations of our busy programs
- 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, packing & recording details of client care packages
- 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 the Resource Centre, Social + Good Charity | Kitchen, and the Made by Momma Warehouse organized and tidy – including cleaning, laundering of clothing & donations
- Supporting external donation drives / fundraising / community events
- Help with various activities at any of our program locations
- Additional tasks and responsibilities as needed.

The Community & Special Events Intern General Responsibilities:

- Helping with event planning, communications, and marketing
- Perform administrative, creative, technical and customized tasks
- Contacting volunteers, donors or supporters via email, phone or in person to arrange or coordinate event support
- Supporting group cooking events with the Group Cook Coordinator / Team Lead
- Assisting with planning/executing group volunteering activities
- Supporting internal/external fundraising / community events
- Planning and executing charity events and programs

- Assisting the team with the day-to-day operations
- Keeping the Resource Centre, the Social + Good Charity | Kitchen, and the Made by Momma Warehouse organized and tidy – including cleaning, laundering of clothing & donations
- Keeping up-to-date and accurate records – both electronic and paper based
- 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 telling us why you would be a great fit for our charity 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.