

2025 Summer Intern Job Opportunity



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 a motivated and resourceful intern to work at our charity this summer. The successful candidate 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, Public Relations, Marketing, Communications, Event Management, 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 candidate 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 Position Available:

- Communications & Engagement Intern

Position Duration: May - September 2025

Wage: \$19.00 per hour

Availability: Minimum 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)

The Communications & Engagement Intern Qualifications:

- This individual will be a creative, innovative and strategic thinker
- Have the ability to multi-task well and prioritize multiple projects
- Strong interpersonal initiative, teamwork and organizational skills
- Excellent verbal and written communication skills
- A deep commitment to volunteerism and passion for community initiatives
- Self-starter and works well independently and as part of a team
- Self-motivated and demonstrates enthusiasm
- Compassion and understanding for those we serve
- Willingness to accept assignments and complete them thoroughly & on time
- Excellent computer literacy including Google Drive, Canva, Microsoft Office applications
- Graphic Design Skills and Social Media Fluency
- Demonstrated initiative and creative problem-solving abilities
- High regard for neatness, detail, and accuracy

- Ability to exercise discretion and confidentiality at all times
- 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!*

The Communications & Engagement Intern General Responsibilities:

- Helping with event planning, communications, and marketing
- Perform administrative, creative, technical and customized tasks
- Utilizing communication technology and tools, database system administration
- Developing marketing and communication content and plans
- Developing digital marketing and social media content
- Newsletter creation and distribution
- Website content management
- Contacting volunteers, donors or supporters via email, phone or in person to arrange or coordinate event support
- Keeping up-to-date and accurate records – both electronic and paper based
- Assisting with planning/executing group volunteering activities and/or charity events
- Supporting internal/external donation drives, fundraising and community events
- 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
- Additional tasks and responsibilities as needed.

If you are interested in applying for our summer intern position, 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 – a Service Canada Grant.

Eligible Participants

To be eligible to participate in this 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.