

2026 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, 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(s) will develop their teamwork skills by working closely with other summer interns and the leadership team to collaboratively plan and complete projects, 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:

- Program Support Intern
- Events & Community Engagement Intern

Position Duration: May - September 2026

Wage: \$20.00 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)

Intern Qualifications:

- 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 and Microsoft Office applications
- 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
- *We are a very busy charity! The successful candidate(s) must have the ability to thrive in an environment of continuous change and growth!*

The Program Support Intern General Responsibilities:

- Helping run the day-to-day programs at Made by Momma
- Assisting with the coordination, packing & recording of meals / inventory items for clients
- Assist with client intake and social worker referrals
- Contacting volunteers, clients, and social workers via email, phone or in person to arrange delivery/pickup of packages going to clients
- Work with other social service agencies and social workers to ensure the needs of the clients are met in a timely and efficient manner
- Sorting, cleaning and organizing donated items in the Community Pantry, Donation Room, and at the Warehouse
- 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
- Keeping the Resource Centre, the Social + Good Charity | Kitchen, and the Made by Momma Warehouse organized & tidy-this may include light cleaning/laundrying donations
- Additional tasks and responsibilities as needed.

The Events & Community Engagement Intern General Responsibilities:

- Helping with Community & Volunteer event planning, communications, and marketing
- Contacting volunteers, donors or supporters via email, phone or in person to arrange or coordinate event support / donations / sponsorship
- Perform administrative, creative, technical, and customized tasks
- Support the development of digital marketing, social media and communications content
- Keeping up-to-date and accurate records – both electronic and paper based
- Supporting internal/external group cooking events with the Group Cook Coordinator
- 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 & tidy-this may include light cleaning/laundrying donations
- 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 the specific role you are interested in, 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

*These positions are 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.