



## **Marketing and Administrative Assistant (Temporary Full-time Youth Summer Employment)**

Reporting to the Executive Director of the Campbellford/Seymour Community Foundation, the Marketing and Administrative Assistant will work closely with staff and volunteers to devise a detailed Communications Schedule to strengthen outreach and systematic communications of all CSCF activities. The student will also assist with regular administrative duties.

### **RESPONSIBILITIES:**

- Assist staff with the creation of a detailed Communications Plan.
- Assist the Community Foundation in marketing and communications, including newsletters, website, Facebook and more.
- General office administration in the Community Foundation office, including record retention, scanning and filing.

This position is made available through the generous support of the **Canada Summer Jobs Program** which specifies the following eligibility criteria:

### **ELIGIBILITY:**

In order to be eligible to apply under this grant, those interested must:

- Be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident and be legally entitled to work in Canada;
- Not be immediate family of staff, or an officer or director, of the Community Foundation.

### **QUALIFICATIONS:**

- Must be enrolled in a related educational program and have an interest in the not-for-profit sector;
- Must be available to work 30 hours per week for 8 consecutive weeks.
- Must be able to drive with a valid Ontario driver's license.

### **SKILLS:**

- Exemplary communication skills, verbal, written with superior listening skills
- Ability to effectively interact with grant recipients, volunteers, staff and the general public in a professional and courteous manner
- Ability to coordinate work activity, multi-task and meet deadlines
- Administration skills
- Proficiency with M.S. Office Suite
- Ability to use sound judgment and take initiative in a results-oriented, team environment
- Intuitive, self-starter; able to quickly learn about the community foundation, its current programs and services, and the community we serve.

### **Compensation:**

\$15.00 per hour

Interested candidates are invited to forward a resume to the Campbellford/Seymour Community Foundation office by **Noon on Friday May 11<sup>th</sup>, 2018**.

Address: 39 Doxsee Avenue North, PO Box 1146, Campbellford, ON K0L 1L0  
Phone: 705.653.2005  
Email: [admin@cscf.ca](mailto:admin@cscf.ca)  
Fax: 705.653.0505

We thank all applicants for their interest in the Campbellford/Seymour Community Foundation. *In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities.* Candidates selected for an interview will be contacted.