



Job Posting: Part-Time Coordinator

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

Are you someone who is passionate about eliminating poverty and wanting to put your skills into action while gaining first-hand experience? We're looking for an energetic and versatile person who will assist in the various aspects of the Halton Poverty Roundtable's initiatives. In the process, you will receive the opportunity to develop your ideas and education in the non-profit sector.

Responsibilities:

- The Coordinator will provide support to the staff of Halton Poverty Roundtable and function as a member of a multi-disciplinary team, providing backup to support other members of the Roundtable
- Communications and marketing support (writing skills an asset)
- Social Media support through assisting with creation and implementation of social medial strategy and content
- Become proficient in Mail Chimp in order to set up data base
- Attend community events outside of usual office hours (evenings and weekends)

Qualifications:

- Excellent communication skills both written and verbal.
- Enthusiasm and flexibility.
- Strong organizational skills including the ability and willingness to work on a variety of projects.

Application Deadline: June 12th, 2017

Job Type: Temporary

Pay Rate: \$18.00/hour - 30 hours/week - Term: 9 weeks

How to apply:

Please submit via email your resume and a cover letter. Alternatively, please look at Halton Community Benefits Network provide one paragraph of your understanding of what an anchor institution, intermediary and beneficiary are (one page max and you are welcome to research to assist with this. Please send your email to kim@haltonpovertyroundtable.com

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