

## JOB OPPORTUNITY

### ChildCARE Plus Assistant – Summer 2019

Summer Student Opportunity – 35 hours per week - \$15/hour

*Thanks to support from the Canadian Government through Canada Summer jobs, we are looking for a student to join our team in a paid position for the summer, commencing May 13th, 2019 and ending August 23rd, 2019. This position will be of interest to students studying the areas of, and having an interest in: administration, record keeping and data entry.*

#### **Tasks & Responsibilities:**

- Prepare and record child-related correspondence from both donors and sponsored children
- Assemble newsletter content from project partners for mailing to sponsors
- Enter child-related data into a database using Raiser's Edge
- Create child sponsorship profiles based on information provided by project staff
- Assist in editing photos and preparing biographical information for online sponsorship promotions.
- Perform general administrative and research duties as assigned to support the marketing and communications work of ERDO's Resource Development department.

The student will be supervised and mentored daily by ERDO's ChildCARE Plus Manager.

Through this experience the student will learn the skills needed to prepare communication materials related to international development issues, with a particular focus on child poverty.

#### **Work Environment**

- This job takes place at ERDO's office in Mississauga, ON in a pleasant Christian work environment with free parking
- ERDO's office is located on a main floor and offers a barrier-free environment
- The student will be provided with a workspace and computer for the performance of their work

#### **Qualifying applicants:**

In accordance with the Canada Summer Jobs 2019 requirements, to be eligible you 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 Act for the duration of the employment\*; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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To apply for this position, send your resume and a cover letter outlining how your qualifications fit with this role to [CCPHR@erdo.ca](mailto:CCPHR@erdo.ca) by May 3, 2019.

**As ERDO's summer job postings result in many applications, we will only be contacting those students that will be interviewed. No phone calls please. Thank you.**

*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*