



2019 Summer Internship Junior Community Initiatives Co-ordinator

At the Stollery Children's Hospital Foundation, our work makes a life-changing difference for sick and injured children from backyards across Alberta. We believe in dreams and possibilities, in creating a bright future for children. They inspire us to grow, to contribute and to exceed our potential. They motivate us to think big, seek new opportunities and innovative solutions, to embrace change and try new things. Everything we do is for Stollery kids and their families.

We are seeking an individual to join our community initiatives team for a summer internship in the capacity of a **junior community initiatives co-ordinator**. Candidates must be returning to a post-secondary education program no later than November 1, 2019.

The position

Reporting to the senior manager and mentored by the youth philanthropy co-ordinator, the junior community initiatives co-ordinator provides support and assistance to youth and school fundraising initiatives, the celebration program and community (third-party) fundraising initiatives for the Stollery Children's Hospital Foundation.

Responsibilities

- Respond to inquiries and advise on Foundation processes
- Process fundraising initiative applications
- Complete and send out appropriate correspondence and documentation for approved applications and provide required materials and collateral
- Prepare individual school packages as required and provide all required collateral and materials
- Conduct cheque presentation photo sessions when requested
- Ensure appropriate donor records are maintained and recognition is consistent with the Foundation's donor recognition policy
- Conduct appropriate followup to ensure proceeds are directed to the Foundation in a timely manner
- Attend community (third-party) fundraising initiatives as needed

Projects

- Respond to priorities and opportunities to work on special projects
- Responsible for handling confidential information related to the Foundation, donors, patients, employees, Hospital partners, board of trustees, volunteers and other stakeholders
- Attend Foundation events as needed
- Provide other administrative support when needed including, maintaining checklists, filing, mail merging, photocopying, scanning, etc.



Knowledge, skills & abilities

- Strong computer skills, including database management and advanced skill level in MS Office; knowledge of Raiser's Edge an asset
- Organization and time management skills; ability to handle a variety of tasks/priorities at the same time in a fast-paced environment
- Strong written and verbal communication skills
- Excellent interpersonal skills; able to deal with others effectively and work as part of a team
- Demonstrated professionalism, diplomacy, judgment and tact
- Familiarity in working with confidential information
- Ability to work flexible hours as evening and weekend work is often needed
- Valid driver's licence and access to a vehicle is a strong asset

Education & experience

- Enrollment in a program relating to child and youth education is desirable
- Experience in child or youth education and/or the not-for-profit industry

If this summer internship describes you and you're motivated to make a difference in the lives of children, we invite you to forward your cover letter and résumé no later than February 15, 2019 to:

Email: jobs@stollerykids.com

**** Enter "Summer Student-CI" in the subject line**