



### **Canada Summer Jobs Program - 2023**

**Proposed Job Title:** Special Events & Communications Assistant  
**Hours of Work/week:** 37.5  
**Start Date:** May 29<sup>th</sup> 2023, or as soon as possible thereafter  
**End Date:** September 1, 2023  
**Wage:** \$15.50/hour

(\*\*Please note: This contract position is funded by the Canada Summer Jobs program and requires applicants to be between 18 and 29 years of age).

### **About Big Brothers Big Sisters**

Big Brothers Big Sisters (BBBS) is a charitable organization that has been supporting vulnerable young people in Niagara for the past 85 years. Our mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. This is achieved through a combination of one on one and group mentoring programs, offered both in the community and in-schools.

The two Niagara based Big Brothers Big Sisters agencies are in the process of becoming an amalgamated agency providing increased services and impact for vulnerable children, youth and their families across the twelve municipalities in Niagara.

### **Job Duties:**

- Assist in the development of promotional and communications materials for special events and our Nearly New Thrift Store in Niagara Falls
- Assist with the coordination and implementation of various activities for events, fundraising, community engagement, and the Nearly New Thrift Store
- Assist with the production and development of materials for event participants, sponsors, committee members, and volunteers
- Provide administrative back-up and support for staff in relation to events, donations, and the management of the Nearly New Thrift Store
- Liaise with staff, volunteers, business and community groups on the special events for the organization
- Assist in keeping social media platforms for both the agency and the Nearly New Thrift Store current
- Support and assist with all scheduling details of special events as required including in coordinating necessary volunteers for events
- Reception duties and management of event and donation database as required
- Other tasks as assigned

### **Requirements**

- Strong interpersonal and communication skills

- Post-secondary student/graduate with Event Management, Marketing and/or Communications background
- Able to set priorities and develop a work schedule
- Ability to work independently and as part of a team
- Able to multi-task & be flexible
- Strong computer skills, with knowledge of Microsoft 365 and social media as assets
- Valid Driver's License and own transportation with insurance
- Recent Vulnerable Sector Police Check will be required

### **Supervision**

The position will be directly accountable to the Director of Development and Communications and will interact daily with the Executive Director, Community Engagement Coordinator, Fund Development Specialists, Marketing and Communications Directors, and other support staff.

Please forward your resume and references to Director of Development and Communications, Franklyn Searle, via email at [franklyn.searle@bigbrothersbigsisters.ca](mailto:franklyn.searle@bigbrothersbigsisters.ca) by 12:00pm on Monday, May 15<sup>th</sup>, 2023.

Only those selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit our website at [www.bbbsniagara.ca](http://www.bbbsniagara.ca)

Accessibility – Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the Accessibility for Ontarians with Disabilities Acts (AODA) and have policies and procedures that adhere to the accessibility standards set out in the AODA. Please let us know if you require any accommodation throughout the recruitment process.

Big Brothers Big Sisters of Niagara is an equal opportunity employer.

This position is made possible thanks to support from the Ontario Government and the Canada Summer Jobs program.