

# Community Development Consultant

Big Brothers Big Sisters has been a part of the Kincardine area for over 40 years. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children by matching volunteers and youth in quality mentoring relationships. Our agency staff members are experts at screening volunteers and matching them with a young person in a variety of programs. We offer 3 mentoring programs to young people aged 6-16 in communities across Southern Bruce and Northern Huron Counties.

Big Brothers Big Sisters of South Bruce North Huron is currently accepting applications for a full-time, 35 hours a week, Summer Intern Position for the summer (July-August).

## **This position could be for you if:**



- You are passionate about helping young people reach their full potential
- You are organized and understand the importance of promoting brand awareness
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player
- You love to connect and engage with your team, volunteers, community partners and families



## A day in the life of a Summer Intern Position involves:



The Community Development Consultant plays a critical role in serving our mission to enable life-changing mentoring relationships that ignite the power and potential of young people. This role will include assisting in summer programs and event planning for our team. You will be assisting in the development and delivery of activities and promotion for BBBS Month, and other events over the summer; program delivery; general business administration; marketing & communications; records management and data analytics.

### Key Responsibilities:



- Working with the Mentoring Coordinators to develop and implement summer programming including our 1 week summer camp
- Coordinate and assist in the promotion of Big Brothers Big Sisters Month activities
- Interact and network with community partners to promote public awareness of Big Brothers Big Sisters
- Assist with volunteer recruitment and training
- Design event posters, other promotional materials
- Assist with planning and facilitation of special events
- Attend fundraising events
- Participate in the delivery of education programs
- General business administration
- Supporting other agency programs and departments as required
- Providing regular reports
- Completing other duties as requested



## **This summer, you will have achieved:**



- Assisted with summer programs to Mentees
- Assisted with fundraising events
- Assisted with activities and promotion of Big Brothers Big Sisters Month
- Supported the overall work of the agency

## **Skills Required:**



- Strong interpersonal, motivational, presentation, networking and communication skills; clear, concise, punchy emails and messaging
- Flexibility to work evening and weekend hours; dependable and thoughtful.
- Knowledge of Microsoft products (Word, Excel, PowerPoint, Teams, Outlook), Zoom, Social Media etc., and Constant Contact.
- Ability to help plan, implement, facilitate and evaluate programs and activities within deadline/resource parameters
- Proficient organizational skills and ability to adapt to change; pulse on what's new and how to marry that with traditional forms of advertising and media presence
- Strong team player and collaborator; ability to work both proactively, independently and collaboratively.
- Criminal Record check with Vulnerable Sector Screen required
- Access to transportation.



## Additional Information:

### We are looking for that someone special!



As the Summer Intern Position, you will be part of a fun and dynamic team that raises awareness about BBBS South Bruce North Huron and our mission to enable life-changing mentoring relationships that ignite the power and potential of young people throughout Southern Bruce and Northern Huron Counties.

The ideal candidate will be an incredibly dynamic communicator. As the Community Development Consultant Position you will be an innovator - excited to communicate our powerful message. You have a passion for our mission, love of people and demonstrate extraordinary professional maturity and leadership skills. If you are an optimist by nature, driven and ready to take charge in building our brand, this could be the role for you!

### Time/Opportunity:



Application deadline: May 10th

Expected dates: June 30<sup>th</sup> (8-week position)

Job Types: Full-time, 35 hours per week

Salary: \$20.70/hour

This position is a Canada Summer Jobs position and is funded by the Government of Canada.

**Please apply with your resume and cover letter to Deirdre Carroll, at [deirdre.carroll@bigbrothersbigsisters.ca](mailto:deirdre.carroll@bigbrothersbigsisters.ca). We thank everyone for your interest, but only those who have been selected for an interview will be contacted.**

