

JOB POSTING

SUMMER STUDENT – DEVELOPMENT ASSISTANT



Timing: June 27 to September 2, 2016 (8 weeks within this period), 30 hours per week.
Compensation: \$11.25/hr

Funding for this position is provided through the Canada Summer Jobs program. As such, this opening is restricted to those who have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year. Please submit your cover letter and resume **only** if you qualify as a summer student.

ABOUT TRIEC

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. TRIEC programs include The Mentoring Partnership (TMP), working with Professional Immigrant Networks (PINs), the TRIEC Campus, and the CanPrep program, delivered in partnership with JVS Toronto.

ROLE SUMMARY

The role of the Development Assistant is to work with the TRIEC and mentoring management teams to create a development plan for the TMP program to support the expansion. This is a very good opportunity for someone looking to enter the field of development and fundraising, and wanting a position that goes beyond administrative tasks.

The Mentoring Partnership (TMP) is TRIEC's flagship program that matches skilled immigrants with established professionals in the same occupation in mentoring relationships. Since 2004 the program has matched over 11,000 mentoring pairs, with 75% of immigrant participants finding employment within their field after completing the program. 15 service delivery partners and over 20 employers across the Greater Toronto Region partner in delivering the program. TMP currently matches 1,400 immigrants a year, and is undergoing an expansion to bring the number served up to 6,000 per year.

This position reports to the Manager, Operations, and is located at TRIEC's downtown office at University and Dundas.

RESPONSIBILITIES

Development Plan:

- Produce a development plan for the TMP expansion project for foundations and corporate volunteer giving programs.

Research:

- Use a broad spectrum of sources to research, define, organize and evaluate prospect capacity.
- Produce in-depth, well-written reports.

Communications:

- Write and develop communications materials and proposal content.

REQUIRED QUALIFICATIONS

- Be between 15-30 years of age, have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year at a secondary, post-secondary, vocational or technical program.
- Be a Canadian citizen, permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.
- Excellent analytical and problem solving skills.
- Knowledge of Microsoft Office programs.
- Demonstrated organizational and time management skills.
- Excellent English language skills; specifically writing/editing.
- Ability to work well in teams and independently.
- Enrolled in a fundraising program, or other relevant post-secondary education.

APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please include a one page cover letter and resume in a single file with your name in the file name. Please use “Summer Student TMP Development Assistant – your name” as the subject line of your email.

Deadline

Resumes must be received by 12:00noon on Tuesday, June 14, 2016.

Please email your application to: hr@triec.ca

Only those candidates invited for an interview will be contacted.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

For more information on TRIEC, please visit www.triec.ca.