

JOB POSTING February 28th, 2018

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to job seekers including adults, foreign trained professionals, newcomers to Canada, persons with disabilities, youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. Our Mission: JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.

Job Title: **Summer Research Development Assistant** – (Non Bargaining Unit Position)
(Summer Contract Position - Pending Funding)

Supervisor: Manager, Programs & Services **Location:** 41 Chauncey Ave.

Key Responsibilities: The successful candidate will demonstrate excellent interpersonal and teamwork skills; provide superior research, analytical, problem solving and organization skills; demonstrate creativity and innovation; meet deadlines, take initiative, be able to multi task and prioritize workload to fulfill the following responsibilities:

- Assist the Toronto West Local Immigration Partnership team in the development and implementation of the collective impact framework, including the development of research tools, data collection and data analysis.
- Conduct appropriate outreach in the Toronto West area to engage community stakeholders to support the needs of the community.
- Assist business development department by conducting research on foundations, corporations, individual donors as assigned
- Assist with development/re designing of marketing material; research and identify appropriate marketing channels
- Prepare a foundation data base listing funding sources and describing funding objectives, timelines, criteria, etc. Assist with organizations' social media activities as required
- Work with the JobStart's business development team to conduct research in the development of specific proposals for funding
- Assist with organizing information and material on organization's strategic initiatives

Qualifications:

- Currently working on degree / diploma in business development/marketing/fundraising experience & planning on returning to school in September.
- Proven written communication skills and ability to use all MS Office applications, including Power Point, Outlook, Word and Excel
- Experience with social media platforms
- Superior research and analytical skills
- Experience in community engagement an asset
- An affable team player
- Excellent attention to detail
- Strong verbal communication and interpersonal skills
- Demonstrated ability to work within a team environment with limited supervision,
- Ability to learn quickly, adaptable, flexible, resourceful with the ability to set and meet deadlines and targets

Hours of Work: 35 hours per week (evening hours and weekends are periodically required)

Duration: April 30th, 2018 – August 31st, 2018 (Pending Funding Approval)

Salary: \$14.00 per hour

Closing Date: April 13th, 2018

Apply to: Yasmeen Tian – Manager, Programs & Services
Email: y.tian@jobstartworks.org

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*JobStart strives to represent the diversity of the community in our hiring practices.
Only those who meet the qualifications above will be considered for this position and invited to an interview.*